



## Policy & Procedure

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**Program Area: Administration Effective Date: June 2015**  
**Policy: Privacy Policy Revised/Reviewed: July 2017**

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**Policy: If a donor requests anonymity, the Free Clinic will not share the donor's name. The Free Clinic will not share or sell donor information to other organizations.**

**Procedure:**

- 1) The Free Clinic's privacy policy will be posted on the clinic's website, [freeclinics.org](http://freeclinics.org).
- 2) The following donor information is collected (via paper or website) when soliciting donations:
  - a. First and last name
  - b. Address (mailing and email)
  - c. Phone number
  - d. Gift amount
  - e. Charge card number, expiration date & 3-digit security code
  - f. Indication by donor if they do not wish name and address to be shared outside the organization.
- 3) Personal information is used only for the business of the Free Clinic. Personal information will not be sold or shared with other organizations.

- 4) Donors may contact the Free Clinic's development manager to review, correct or delete personal information.