



**Community Assistance Center (CAC) is committed to respecting the privacy of our donors**

### **Information Collected**

Types of donor information that we collect and maintain:

- contact information: name, organization/company, complete address, phone number, email address
- donation information: amounts donated, date of donation(s), method
- information concerning hours you have volunteered
- your requests and comments
- non-personally identifiable information, such as how many hits each CAC website page receives, and if the visitor is repeat or new. This requires that a 'cookie' be sent to your web browser.

### **No Sharing of Personal Information**

Community Assistance Center will not sell, rent, trade or transfer your personal information to outside organizations. Use of donor information will be limited to the internal purposes of CAC and only to further the mission of Community Assistance Center.

### **How Information is Used**

CAC uses your data to maintain records of donations, send acknowledgements, and mail year-end tax statements to you. We will add you to our mailing list in order for you to receive newsletters, updates, event information and other important notices unless you request otherwise.

We list individuals' names (without dollar values), congregation supporters, corporate and foundation sponsors in our Annual Report and event programs unless anonymity is requested.

We will contact you prior to use of your written comments/letters which we may be of interest to us for sharing on our website, press or other purposes.

Credit card numbers are NOT retained once processed. Our website has a SSL certificate. Donations over 2% of our entire budget must be reported on IRS Form 990, Schedule B.

We use website statistics to analyze our website usage. Our third-party mailing service is contractually obligated to treat the lists with confidentiality and is prohibited from transferring them elsewhere.

We value your privacy and security measures are taken seriously but may not prevent a breach of data. CAC is not responsible for any damages or liabilities relating to security failures. If you wish to remove your name from our list, please contact us at [development@ourcac.org](mailto:development@ourcac.org) or call Pam at 404-668-0420.

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