

Donor Privacy Policy

Chicago Youth Programs is committed to respecting the privacy of our donors. We have developed this privacy policy to maintain transparency with our donors about our approach to their privacy.

Awareness. Chicago Youth Programs provides this Donor Privacy Policy to make our donors aware of our privacy policy, and to inform them of the way their information is used. We also provide them with the opportunity to remove their name from our mailing list, if they desire to do so.

Information Collected. Here are the types of donor information that we collect and maintain:

- contact information: name, organization, complete address, phone number, email address;
- payment information (for the purpose of processing donations and *only* when donors provide credit card information for payment): credit card number and expiration date, and relevant billing information;
- information concerning how you heard about Chicago Youth Programs e.g., former volunteer, board member contact, event attendee, etc; and
- your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, newsletters, annual reports, etc.

How Information is Used. Chicago Youth Programs uses donor information to understand how donors want to engage with the organization. Specifically, to complete transactions, communicate back to donors, and update donors on CYP happenings. *Credit card numbers are used only for donation or payment processing and are not retained for other purposes.*

No Sharing of Personal Information. Chicago Youth Programs will not sell, rent, or lease your personal information to other organizations, nor will we solicit donations or distribute mailings on behalf of any other organization. The identities of our individual donors are kept confidential. Use of donor information will be limited to the internal purposes of Chicago Youth Programs, to insure proper accounting, allocation, and acknowledgement. We publish a listing on our website of corporate and foundation donors, and display this recognition only with the consent of the corporate and/or foundation donor, and as each foundation indicates.

Removing Your Name From Our Mailing List. It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list.

Contacting Us. If you have comments or questions about our donor privacy policy, or would like to be removed from our mailing lists, please send us an email at info@chicagoyouthprograms.org or call us at (773) 924-0220.