



Fairfield Museum

EXPLORE *the past*, IMAGINE *the future*

370 Beach Road, Fairfield, CT | 203-259-1598

www.fairfieldhistory.org

Fairfield Museum and History Center Donor Privacy Policy

Fairfield Museum and History Center (FMHC) is an independent, 501©(3) nonprofit organization that maintains the highest level of respect for the privacy of its donors. The following privacy policy describes FMHC's practices for the collection, use and protection of information pertaining to its donors.

How Donor Information is Used

FMHC gathers personal information, such as first and last names, home addresses, e-mail addresses, phone numbers, and credit card numbers, when voluntarily submitted by a donor. Donor information may be used to complete a transaction, generate gift receipts and communicate with the donor as to FMHC updates and events.

Donor records are stored in a secure electronic database located within FMHC. Donor records are used for internal analysis, record keeping and reporting to relevant U.S. and State agencies as required by law. Credit card numbers that are used for donation or payment processing are not retained by FMHC for any reason.

No Sharing of Personal Information

FMHC does not rent, market or otherwise disclose donor information to any outside party or vendor for non-FMHC purposes, unless required under law. Within FMHC, access to donor information is limited to the Executive Director, Finance Manager and Development Staff who have a specific need to know.

Persons with responsibility for records containing personal information will exercise due care to ensure accuracy and completeness. Strict physical, electronic and procedural safeguards will be utilized to protect personal information against accidental or intentional misuse or improper disclosure within or without FMHC.

Donor Recognition

Donor contributions may be publicized in donor recognition vehicles produced by the FMHC, including print, spoken and/or web-based media. If donors do not wish their names to appear in these venues, they may notify the Development Office to review, edit or remove personal information stored by FMHC.

Removing Names from Fairfield Museum's Mailing and/or Electronic Communications List

FMHC does not want to send unwanted mail or electronic communications to its donors. Donors may contact the Development Office to be removed from FMHC's mailing and/or electronic communications list.

Contacting Fairfield Museum

If individuals have comments or questions regarding FMHC's Donor Privacy Policy, they may reach the Development Office or Executive Director at info@fairfieldhs.org or (203) 259-1598