



**Big Brothers Big Sisters**  
of Saginaw Bay Area

## **Donor Privacy Policy**

### **Normal Web site usage:**

Big Brothers Big Sisters of Saginaw Bay Area has a strong commitment to Internet privacy. You can visit most portions of [www.sagbaybbbs.org](http://www.sagbaybbbs.org) without telling us who you are and without revealing any personal information.

### **Collection of personally identifiable information:**

Big Brothers Big Sisters of Saginaw Bay Area may collect e-mail addresses and other personally identifiable data about visitors when such data is voluntarily submitted to [www.sagbaybbbs.org](http://www.sagbaybbbs.org). For example, our site uses information collection forms for visitors who request information, fill out an application to be a mentor or refer a youth to participate in the program.

Similarly, in regard to our fundraising activities and partners, certain information, such as name, address, phone number, and e-mail address will be collected. This information will be used solely for the following purposes:

- To distribute receipts for donations.
- To thank donors for their donation.
- To inform donors about upcoming fundraising and other activities of the agency.
- For internal analysis and record keeping.
- For reporting to relevant U.S. and state agencies (these reports are not for public inspection)
- To contact donors about changes to this policy.

Please note that tax laws in the United States and the State of Michigan require the agency to collect contact information in relation to contributions, however this information is not available for public inspection.

All donors are allowed the option to have their name publicly associated with their donation. Unless the donor explicitly chooses the “anonymous” field when donating online, the agency will assume permission has been given for publication as a supporter of Big Brothers Big Sisters of Saginaw Bay Area.

Big Brothers Big Sisters of Saginaw Bay Area uses the services of JustGive.org ([www.justgive.org](http://www.justgive.org)) for payment processing services. We do not store nor have access to your credit card information, bank account numbers or other account data sent to them. We have chosen to use this service due to its world class security and strong reputation.

Checks, money orders and similar methods of payment sent to our office are handled by professional and trusted staff. Copies of these drafts are kept on file in the agency office.

Big Brothers Big Sisters of Saginaw Bay Area makes every effort to ensure the secure collection and transmission of sensitive user information using industry accepted data collection and encryption methodologies.

***Big Brothers Big Sisters of Saginaw Bay Area does not sell or otherwise disclose user information outside the organization. This policy has no exceptions. We do not sell or exchange your information with any other organization, public, private or non profit.***

**Amendment:**

Big Brothers Big Sisters of Saginaw Bay Area may amend this policy from time to time. If we make substantial changes in the way we use your name, address or other information about you that you have disclosed to us, we will notify you by posting announcements on our Web site.

**Contact us:**

If you have any questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please contact the agency at:

Big Brothers Big Sisters of Saginaw Bay Area  
Development Office  
1910 Fordney St.  
Saginaw, MI 48601  
(989) 755-6558

**Donor Bill of Rights:**

Big Brothers Big Sisters of Saginaw Bay Area also subscribes to the Donor Bill of Rights developed by the American Association of Fund Raising Counsel, Association for Healthcare Philanthropy, Council for Advancement and Support of Education and Association of Fundraising Professionals. A copy of the Donor Bill of Rights also is available on our Web site.