

City of Fairfax Band Association, Inc.

Donor Privacy Policy

The City of Fairfax Band Association, Inc. (CFB) respects the privacy of our donors. Our Donor Privacy Policy describes how personal information will be used and stipulates that donor information will not be shared with a third party.

Information Collected

CFB collects and uses personal information from donors as follows:

- Contact: We collect name, company name, job title, complete address, telephone number, email address
- Donation: We collect credit card number and expiration date, amount donated, donor comments and suggestions, maintenance of giving history
- Direct mail: Individuals and companies that contribute to CFB will automatically receive periodic direct mail including, but not limited to newsletters, event invitations and mailings associated with the original donation unless a donor asks to be removed from the mailing and/or email lists
- Donor Contacts: Donors will receive only appropriate and occasional contact
- Donations: CFB collects donations via online, email, mail, and at events
- Information on File: Donor information is kept on file for IRS purposes and is also used by CFB's development committee to analyze overall giving patterns in order to make more accurate budget projections

Information Use

CFB will never publish, sell, trade, rent or share donor contact information. CFB will ONLY use donor contact information (address, telephone number and email address) for the following purposes:

- To distribute receipts for donations
- To thank donors for their donations
- To inform donors about upcoming fundraising and events
- For internal analysis, record keeping and budget projections
- For reporting to relevant U.S. and state agencies (these reports are not for public inspection)
- To contact donors about changes to this statement

Donor information is used for promotional and fundraising activities (invitations, programs, etc.). Donors are given the option of not being publicly associated with their donation by choosing to remain "anonymous" when making a contribution.

Financial Information

All access to donor information is strictly limited to CFB staff and consultants who need to process the data. No unnecessary person, group or organization will need to access such data.

All credit card information is entered online through a secure page, sent to CFB and processed by our staff. Once an online donation is submitted secure measures are in place to ensure that a donor's credit card information is not compromised.

Contact Us

If you have any questions about CFB's Donor Privacy Policy or if you wish to be removed from our email/mail contact lists, please phone 703-757-0220 or email info@fairfaxband.org.

Policy adopted by the City of Fairfax Band Board of Directors on: 24 September 2008