



MANATEE LITERACY COUNCIL

Donor Privacy Policy

Donor Information

The Literacy Council of Manatee County (dba Manatee Literacy Council) respects the privacy of all donors. We believe in safeguarding personal information and ensuring that donor privacy is protected. Your name, address, and any other personal data you provide will be used only by Manatee Literacy Council to keep you informed of our activities including our programs, special events, and funding needs. If at any time you choose not to receive these communications, you may contact Manatee Literacy Council, and we will gladly remove your name from our mailing list. Manatee Literacy Council collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number, and e-mail address
- Giving history
- Payment information: last four digits of credit card number and digital copies of all checks received
- Information on events attended, publications received, and special requests for program information
- Information provided by the donor in the form of comments and suggestions

Electronic Personal Records

Donor information is maintained in a secured database, and only authorized personnel have access to this information and only for appropriate business purposes.

List Sharing

Manatee Literacy Council does not rent, sell, give away, or trade its donor lists or any information contained on those lists. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Manatee Literacy Council and to further the mission.

Changes to Donor Records

Manatee Literacy Council will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization

via the contact information listed below. If at any time, you would like to correct the personal information we have about you or if you would like to change your preferences for contacts from us, you can let us know by contacting us at the information below. In order to review any personal information, we have about you or to ask us to delete that information or to stop further use of the information, please contact us by using the information below. If you would like to unsubscribe from our email list, please use the unsubscribe link at the bottom of our newsletter or general emails or contact us by using the information listed below. It may take up to two weeks to remove you from our mailings if we have one in production when you request to be removed.

Permanent Record

Manatee Literacy Council, with approval from the Board of Directors, will maintain an electronic record of all requests for discontinuance of contacts. Oral requests will be noted in writing by the staff of Manatee Literacy Council and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by the Manatee Literacy Council to the extent necessary for legal or liability purposes.

Cookies

“Cookies” are pieces of information that an Internet site transfers to an individual’s hard drive for record-keeping purposes. Cookies allow a certain Internet site to remember important information that will make your use of the site more convenient.

Use the options in your Internet browser if you do not wish to receive a cookie or if you wish to set your browser to notify you when you receive a cookie. Click on the “Help” section of your browser to learn how to change your cookie preferences.

We use Google services, such as Google Analytics, as well as other third-party vendors like Pay Pal that place first-party and/ or third-party cookies on a browser across their websites. To opt out of Google tracking, please visit their opt-out page.

Links to Other Sites

We may offer links to sites that are not operated by Manatee Literacy Council. If you visit one of these sites, you should review their privacy and other policies. We are not responsible for the policies and practices of other companies.

Changes to our Privacy Policy

From time to time, it may be necessary for Manatee Literacy Council to change its privacy policy. Rest assured, however, that any changes will not be retroactively applied and will not alter how we handle previously collected information.

Contacting Us

If you have comments or questions about our Donor Privacy Policy, please contact us at 941-746-8197 or by [email](#).