

Privacy Policy

Date updated: September 16, 2015

Approved by: BGCBH Board of Directors on September 17, 2015

For the purposes of this policy, a “name list” is any written, printed, or electronic record under the Club’s ownership or control containing the name or other identifying information about any past or present donor to the Club or any potential donor to the Club, including but not limited to the Club’s current or former members, trustees and directors.

Employees and agents of the Club, and other persons associated with the Club, are prohibited from using name lists for their personal benefit or any other purpose that does not directly benefit the Club or further the Club’s mission. Such persons are also prohibited from disclosing or disseminating name lists to third parties, including but not limited to professional fundraisers and other agents and vendors of the Club, unless the recipient agrees to abide by the restrictions contained in this Privacy Policy.

Employees and agents of the Club, and other persons associated with the Club, will honor the request of any person on a name list not to be contacted for fundraising purposes, whether such request is oral, electronic, or in writing. All such requests will be promptly referred to the Director of Resource Development, who will maintain a master “do-not contact” list of persons requesting to not be contacted for fundraising purposes. Employees and agents of the Club, and other persons associated with the Club, will check the “do not-contact” list before initiating a fundraising contact to any person, and will refrain from contacting any person on the list for such purposes whether by telephone, mail, electronic, or other means.

The Director of Resource Development is responsible for implementing this Privacy Policy. The Director of Resource Development will maintain names on the “do-not contact” list for a period of not less than six years from the date the name was first placed on the list. Questions concerning this Privacy Policy will be referred to and decided by the Chief Executive Officer.

Current policy statement use:

General Policy Statement

Your privacy is important to us. This privacy policy is intended to give you confidence in the privacy and security of the personal information we obtain from you when visiting our website, making an online donation, submitting your information in writing, or signing up for events or mailings. However, please note that we are not responsible for any use of your personal information you provide to third-party websites that may be accessed via our website. We recommend that you review the privacy policy of any third-party websites that you use.

Collection and Use of Personal Information

When you use our website or give a donation through the mail or in person, you may be asked for personally identifiable information such as your name, address, date of birth, email address, telephone number and payment information.



By giving us such information, you will need to consent to our using it in the manner described in this policy. You may withdraw your consent at any time by emailing us at info@bgcbh.org or in writing to Director of Resource Development, Boys & Girls Clubs of Benton Harbor, 600 Nate Wells Senior Drive, Benton Harbor, MI 49022. We will return or destroy your personal information within five days of receipt of your withdrawal of consent. We use personal information to allow us to process your service requests, process payments, send out newsletters, and to enable us to improve the information we offer.

Disclosure of Personal Information Statement

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing your needs, so long as those parties agree to keep information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property or safety.

Security

All security on our website, internal information systems, and paper files are treated seriously. Where applicable, we undertake security steps, including use of SSL technology, on our back-end systems that store customer account information and to protect data transmissions. However, this is not a guarantee that such data transmissions cannot be accessed, altered or deleted due to firewall or other security software failures.

If you have any further concerns about security, please email us at info@bgcbh.org.

Policy Changes

Changes in this policy will be posted on our website and available in writing at request.

