



## DONOR PRIVACY POLICY

(updated 8-8-25)

The Catholic Community Foundation (“CCF”) Donor Privacy Policy outlines our responsibility to you as a donor. We pledge our ongoing commitment to these ideals as we work with our donors and their family members. This policy includes issues such as donor privacy, data sharing and record retention.

## DONOR BILL OF RIGHTS

We support the Donor Bill of Rights, as set forth below. Philanthropy is based on voluntary action for the common good. In giving and sharing of our resources we live out the gospel message of Jesus Christ to “love one another” (John 13:34), and to care for the poor and those in need (Matthew 25: 35-56; 1 John 3:17). To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in CCF and causes its supports, we declare that all donors have these rights:

- To be informed of the organization’s mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization’s most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

## WHAT INFORMATION WE COLLECT

We collect information from donors for purposes of processing payments to CCF and in connection with fundraising campaigns (“Fundraising Campaigns”) for the Catholic Diocese of Cleveland and affiliated entities, including entities such as parishes, schools, Catholic Charities Corporation, and seminaries (“Diocesan Affiliated Entities”) and for communicating with donors

about the CCF, Diocesan Affiliated Entities, and Fundraising Campaigns as well as conducting the fundraising and other operations of the CCF. This information collected may include name, amount donated, address, telephone number, donor comments, e-mail address, and any other personal or other information including financial information such as credit card or bank account information provided to us ("Donor Data"). We may store and use Donor Data for purposes described in this policy, including without limitation for our standard operations, analytical needs, and improved functionality of our website.

## PAYMENT PROCESSORS AND OTHER SERVICE PROVIDERS

Payment processors allow donors to give electronically using a payment services account, a credit card, or other payment method. We verify that processors that we partner with are Payment Card Industry Data Security Standard ("PCI DSS") compliant in processing donor payments.

To provide donors with the best possible experience, we work with service providers and may share Donor Data or have it transmitted through them. Such service providers may include pledge processing facilities, mail houses and PCI DSS compliant merchant processing companies as well as organizations that help non-profit organizations with fundraising, such as fundraising consulting firms.

## HOW WE USE DONOR DATA

We do not sell, trade, or rent Donor Data. Donor Data may be used for these kinds of purposes:

- Distributing receipts and thanking donors for donations.
- Informing donors about upcoming fundraising and other activities of CCF.
- Internal analysis, such as research and analytics.
- Reporting to applicable government agencies as required by law.
- Surveys, metrics and other analytical purposes.
- Record keeping and other purposes related to fundraising operations.
- We periodically publish donor names in our annual reports under a range of giving categories, although donors can opt-out of such disclosure.
- Donation statistics may be used for promotional and fundraising activities.
- Processing payments.
- Collaborating with Diocesan Affiliated Entities in connection with fundraising efforts and Fundraising Campaigns.
- Collaborating with service providers in connection with fundraising efforts and Fundraising Campaigns.

## FINANCIAL INFORMATION

It is our internal policy to limit access to donors' financial information, such as credit card or bank account information, to internal and external professional staff who need to process that information for the purposes described above. Personal financial information is not sold to or

traded with other parties, although it may be shared with or between Diocesan Affiliated Entities or service providers in connection with a Fundraising Campaign.

We use partners to provide PCI DSS compliant online payment processing services. For payments received by credit card, CCF does not electronically store credit card information or other financial account data sent directly to the processing services.

For donations by check, CCF scans or inputs check data into its cloud based fundraising management software, which, upon entry, masks the checking and routing numbers. This masked information is captured ONLY after donor approval for recurring bank ACH debits. Card or bank information that is donor provided on paper is maintained and secured in accordance with CCF document retention practices and/or policies.

## SECURITY

We are committed to protecting donor personal information from unauthorized access, alteration, disclosure, or destruction. Among other things, we undertake a range of security practices, including measures to help secure web access to sensitive data, and undertake efforts to address security vulnerabilities of our IT environment if and when they arise.

This Privacy Policy is found here: <https://www.catholiccommunity.org/privacy-policy>

## OTHER DISCLOSURES

We may disclose information when required by law and/or when needed to protect our rights, privacy, safety, property, donors, or users, and when necessary to enforce our terms of service.

## UPDATES

We may change the Donor Privacy Policy from time to time without notice. Please refer to our website <https://www.catholiccommunity.org/privacy-policy> for any changes to the Policy.

## DATA RETENTION

We seek to retain donor-related information only as needed to fulfill the purposes described in this policy unless a longer retention period is required by law or regulations or our internal policies.

## RIGHTS

Our donors have certain rights with respect to the information we collect. Upon request, we will inform our donors of the information we hold about them and correct any incorrect information. We will make reasonable efforts to delete donor information, upon request, unless we are otherwise required to retain it.

## CONTACT US

For any questions about this Donor Privacy Policy or requests about the status and correctness of your donor data, please contact us using the contact information detailed on our website or at the following address:

Catholic Community Foundation  
Attn: Patrick Grace  
1404 E. 9<sup>th</sup> St.  
Cleveland, OH 44095