

PRIVACY POLICY

The content of this document is the policy of Fort Collins Cat Rescue & Spay/Neuter Clinic (FCCRSNC). Fort Collins Cat Rescue & Spay/Neuter Clinic maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor your rights, we have developed this Donor Privacy Policy to guide our staff and volunteers on how they may and may not use your personal information.

Contributions from individual donors, corporations and foundations make up a large part Fort Collins Cat Rescue & Spay/Neuter Clinic's base of support. Our relationship with our contributors is of the highest priority as we work toward our goal of making every pet a wanted pet.

Donor Information We Collect

We use personal information received from donors for the purposes of processing payments and communicating with donors about FCCRSNC as well as conducting the fundraising and other operations of FCCRSNC. This information may include name, amount donated, address, telephone number, donor comments, e-mail address, and any other information provided to us by the donor ("Donor Data"). For donations by check, Donor Data also includes the data visible on the check.

Donor Information may include:

- Contact information such as name, address, telephone number and e-mail address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

This confidential information is kept on file for IRS purposes. It is also used to analyze overall engagement with our organization in order to aid budget projections, to understand donors' interests in our mission, and to update them on our plans and activities. This information is shared with staff, board members, volunteers and consultants, but only on a confidential and need-to-know basis.

Financial Information

It is our internal policy to limit access to financial information to professional staff and volunteers who need to process that information for the purposes described above.

We use partners to provide online payment processing services. Usually, the privacy policies of these organizations will be presented to you on their respective websites and typically also as part of your donation process. If you pay by credit card, we do not store your credit card information, bank account numbers, or other financial account data sent directly to those processing services.

It is the policy of FCCRSNC to process all gifts within four business days. Until processing is complete, gift information is kept in a safe, providing a high level of security and confidentiality.

Donor List

FCCRSNC does not sell, rent, trade or share its donor list with any other organization.

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. These processors collect certain information from donors, and you should consult their privacy policies to determine their practices.

To provide donors the best possible experience, we work with service providers and may share Donor Data and other information with, or have it transmitted through, them. Such service providers include, for example, organizations that help non-profit organizations with fundraising.

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 for various tools and databases.

This policy does not prohibit contact by a non-FCCRSNC individual or group voluntarily soliciting on behalf of FCCRSNC, even if the person being contacted has requested to be placed on the "do not contact list."

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

Computer Tracking and Cookies

Our web site is not set up to track, collect or distribute personal information not entered by its visitors. Our site logs do generate certain kinds of non-identifying site usage data, such as the number of hits and visits to our site. This information is used for internal purposes by technical support staff to provide better services to the public, but the statistics contain no personal information and cannot be used to gather such information.

A cookie is a small amount of data that is sent to your browser from a Web server and stored on your computer's hard drive. FCCRSNC's website does not use any cookies.

Contact Us

It is the policy of FCCRSNC to communicate with donors according to their expressed preferences whenever possible. You can change your mailing preferences at any time by contacting us at the e-mail address or phone number below.

Upon a person's (or a person's authorized representative's) request that FCCRSNC discontinue further contact, the person's name and address will be promptly modified Fort Collins Cat Rescue & Spay/Neuter Clinic's donor database to ensure that no further contact is made with the person.

If you have questions about this Donor Privacy Policy, requests about the status and correctness of your donor data, or wish to update your mailing preferences, please e-mail development@fccrsnc.org, call (970) 484-8516, or write to:

Fort Collins Cat Rescue & Spay/Neuter Clinic
2321 E. Mulberry St. #1
Fort Collins, CO 80524

If you want to make a donation by check, you may send it to the above address.

Note: Donations by check are processed directly at our offices in Fort Collins, Colorado.

DONOR BILL OF RIGHTS

We support the Donor Bill of Rights.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. 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.
2. 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.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of the Donor Bill of Rights statement in its entirety was developed by the Association of Fundraising Professionals (AFP), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

About Fort Collins Cat Rescue & Spay/Neuter Clinic

Fort Collins Cat Rescue & Spay/Neuter Clinic was founded in 2006 and is an adoption guarantee, nonprofit cat shelter and low-cost sterilization clinic for both dogs and cats. The organization is dedicated to the well-being of all cats and dogs in our community with emphasis on preventing pet overpopulation and on the sheltering and placement of surrendered or abandoned cats into loving, permanent homes. The shelter adopts out more than 1,200 cats and kittens each year, and our clinic averages over 4,500 spay/neuter surgeries annually. For more information, please visit www.FCCRSNC.org