

# **Tampa Bay History Center**

## **Donor Privacy Policy**

The Tampa Bay History Center (TBHC) is committed to protecting the privacy of its donors.

### Privacy and Donors' Rights

TBHC collects contact information such as name, address, phone, email, and giving history from its donors, for the purposes of providing information about the organization, acknowledging and providing tax receipts for donations, seeking input from its stakeholders, responding to inquiries and comments, and for other internal marketing purposes. The use and collection of this information is limited to that which is necessary to administer its operations and maintain its quality standards in carrying out its mission. TBHC does not lend, sell, or rent mailing lists or share the personal information of its donors, members, program participants, or subscribers with third parties. TBHC subscribes to the Association of Fundraising Professionals' Donor Bill of Rights, which you may view online at [www.afpnet.org](http://www.afpnet.org).

### Security

TBHC's accounting policies provide that donors' credit card information is not retained after the completion of the donation/purchase transaction. Security protocols and encryption technology are utilized when gathering personal and/or credit card information, and these financial transactions are processed through internally controlled, secure transaction sites.

### Website and Social Media Use

Interaction on TBHC's social media sites (e.g., Facebook, Twitter, YouTube) may result in the automatic collection of internet usage information, such as internet "cookies." This automatically collected information is not personally identifiable by TBHC, and is only used by TBHC in aggregate form to evaluate its sites' traffic patterns and usage trends, in order to make informed improvements to TBHC sites. Within TBHC's website and social media sites, there may be links to non-TBHC sites that operate independently; when you link to a third-party website and leave TBHC's website, you are no longer subject to TBHC privacy policies.

### Donor Access to Information and Opt-Out Options

It is TBHC's desire not to send unwanted mail or e-mail to its donors. Please contact TBHC's Advancement Department at 813-675-8991 if you wish to be removed from one or more of its mailing lists, you have any questions about the Privacy Policy, or if you would like to verify, change, or remove any of your personal information contained in TBHC's records (except as required by law for auditing purposes).