

## Nevada Outdoor School

### Donor Privacy Policy with an Annual Opt Out Notice

A Donor Privacy Policy page will be available, and remain updated, on the Nevada Outdoor School website.

Nevada Outdoor School (NOS) relies on the generosity of many individuals and giving entities. As a result, the organization maintains the highest level of respect for the privacy and rights of its donors.

The Donor Privacy Policy guides NOS on how they may and may not use your personal information while honoring rights as a donor.

#### **Use and Disclosure of Personal Information**

NOS collects and uses personal information from donors when a donor voluntarily provides it to us. In addition, NOS collects gift and payment information from donors and keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used in our internal development processes. The organization will use contact information of donors for purposes including, without limitation:

- to distribute gift acknowledgements and receipts for donations
- to publicly thank donors for their gifts
- to inform donors about news and other activities of NOS
- to engage in internal analysis and record keeping
- as is required by law, such as to comply with a subpoena or similar legal process
- when we believe in good faith that disclosure is necessary to protect our rights or property; investigate fraud or respond to a government request

Additionally, with the publication of its Annual Report, NOS may publicly recognize donors by publishing donor names unless the donor explicitly chooses the "anonymous" field when making a donation by mail or online.

NOS may also, on occasion, share your name and contact information, such as your name, address, e-mail address or telephone number, with like-minded organizations. It is important that our donors know that we will not share their information with any third party that we believe to be inconsistent with the mission and values of NOS.

#### **Donor Choices**

With a written (digital or print) or verbal request, NOS will update contact information. If a donor wishes to opt-out of receiving future mailings, emails, letters, or phone calls from NOS they can opt out using the link at the bottom of any email or by emailing or calling the NOS office.

If a donor wishes to NOT have their name and contact information shared with like-minded charities, they can email the NOS office to have their name removed.

#### **Changes to the Donor Privacy Policy**

NOS reserves the right to make changes to our Donor Privacy Policy.