



Donor Privacy Policy

The information we collect

After School Matters[®] obtains several types of donor information, including but not limited to: donor names, addresses, phone numbers and email addresses. This information is known as *Personally Identifiable Information* (“PII”). The purpose of obtaining this information is to track, measure and receipt gifts in accordance with our mission.

How we use that information

After School Matters will never sell, trade, rent or share the PII of our donors to another person or organization unless compelled to do so by law. Our primary objective in collecting your personal information is to provide you with an efficient, customer service oriented experience. We will use contact information of donors solely for the following purposes:

- Distribute receipts for gifts;
- Thank donors for their gifts;
- Inform donors about upcoming fundraising and other activities of After School Matters, unless they have opted out;
- Internal analysis and record keeping; and
- Reporting to relevant federal and state agencies, including the IRS

Anonymous donor information may be used for promotional and fundraising activities. We print donor names in our Annual Report by donation category and not exact gift amount unless the donor explicitly requests in writing to remain anonymous. Comments sent to us by email, fax or telephone are tracked in a proprietary database and kept strictly confidential.

Financial Information

All access to donor financial information, including but not limited to: gift amounts; gift dates; check dates and numbers; credit card numbers, expiration dates and security codes is strictly limited to After School Matters professional staff needed to process the data. Our proprietary database adheres to or exceeds industry standards of security.

Donations made by U.S. Mail by credit card are kept in a secured area. Credit cards are run as soon as possible upon receipt, and once the card has been charged, the number and associated information is immediately shredded. While we do not allow credit card gifts to be transmitted by fax, we understand that sometimes PII, including credit card information, is sent by fax in error. We diligently monitor our fax machine, contact senders immediately should any PII arrive and shred the document(s) immediately.

After School Matters uses online payment processing services that comply with PMI standards, the industry requirement for protecting your online identity and financial information. After School Matters does not store, nor does it have access to, your credit card information, bank account numbers or other account data when a gift is made online.

In Closing

We at After School Matters strive to meet or exceed donors' expectations of stewardship, communication and privacy. Donors may opt out of being contacted by After School Matters or change their recognition preferences by contacting the Information Database Administrator at (312) 742-1640 or vered.siegel@afterschoolmatters.org.