

**FRIENDS ASSOCIATION FOR CHILDREN  
1004 SAINT JOHN STREET  
RICHMOND, VA 23220**

**DONOR PRIVACY POLICY**

**FRIENDS Association for Children** is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure you that donor information is important to us and will not be shared with any third parties.

**Awareness** – FRIENDS Association for Children provides this Donor Privacy Policy to make you aware of our privacy practices, and to inform you of the ways in which your information is used.

**Information Collected** – The types of information that we collect and maintain includes:

- **Contact information:** name, organization, address, telephone number and email.
- **Payment Information:** credit card number and expiration date, billing information.
- **Your request to receive periodic updates** (i.e. agency and program updates, events, fundraising appeals, newsletters, etc.)

**How Information is Used** – FRIENDS Association for Children uses the information collected to complete a transaction, communicate with our donors and provide updates on FRIENDS activities. Credit card information are used only for donation or payment processing, and are not retained for other purposes.

**Personal Information** – FRIENDS will not sell, rent or lease any personal information to other individuals or organizations. We assure that the identity of all donors will be kept confidential. The use of personal information is limited to internal purposes only.

**Removal From our Mailing List** – It is our desire not to send unwanted mail to donors. Please contact us if you wish to be removed from our mailing list. This can be done via the US mail or email.

**Contact Us** – Please contact us with any questions or concerns regarding our Donor Privacy Policy, at [cassaid@friendsassn.org](mailto:cassaid@friendsassn.org), or (804) 644.2357