

# DONOR PRIVACY POLICY

*JUF recognizes the trust donors place in us and the related responsibility we have regarding privacy. This Donor Privacy Policy applies to all personal information, obtained from financial and in-kind donors both online and offline.*

## 1. Commitment to Non-Disclosure of Donor Personal Information

When you make a financial or in-kind donation, you provide your name and contact information to us. Financial donors also provide standard payment information, including, in many circumstances, credit card data.

The Jewish United Fund/Jewish Federation of Metropolitan Chicago (JUF) **does not share, sell or trade a donor's personal information with another entity nor does it send donor mailings on behalf of other organizations.** Except as expressly and separately consented by any donor, JUF only discloses a donor's donation: 1) in the annual Book of Life, where JUF lists only the names of donors and the amount of their gifts to the previous year's annual campaign; and 2) in response to requests from certain foundations who request the name and dollar amounts of major (e.g. top-10) donors to JUF fundraising activities as part of the grant process. Donors have the ability to designate their donation as anonymous at the time of donation or at any time thereafter. Donors may opt out of any publication by calling 312.357.4805 or emailing: DonorServices@juf.org.

## 2. Collection, Retention and Use of Information

JUF collects public and non-public personal information about donors from various sources, both online and offline. For example, if you sign up for a JUF-sponsored event, we will add that information to your donor profile. JUF only collects information we believe is reasonably useful in administering our business and to provide programs, services, information about the Jewish community and other opportunities or information we believe would be of interest to donors.

JUF has vendors that assist with administrative functions, such as the processing and managing of donations and donor data. On occasion we give these vendors access to donor data, and they are bound by strict confidentiality rules. JUF also uses or discloses donor information if it believes that such action is necessary to comply with the law or with legal process.

## 3. Transparency and Opting Out

You may find out what personal information JUF maintains in your donor profile or opt-out of receiving donor-related communications from JUF at any time. Call 312-346-6700 or email DonorServices@juf.org: (a) correct or update any personal information that might be erroneous; (b) opt-out of future donor-related communications from JUF. JUF reserves the right to request reasonable information to authenticate any request. Once authenticated, JUF will promptly update its records.

#### **4. Employee Access to Information and Enforcement**

JUF employees are educated about the importance of confidentiality and donor privacy, and trained to understand and follow the JUF Privacy Policy. Employees that violate the Privacy Policy are subject to disciplinary measures (warnings, reprimands, suspensions) and possible termination of employment.

#### **5. Security**

JUF has in place what we believe to be appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect online and offline. We use industry standard safeguards to protect your information. Many donors use credit cards for donations. We protect the security of credit card transactions using a number of measures such as encryption, access controls, network firewalls and physical security. These measures make it difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use encryption and other security measures.

#### **6. Website Privacy**

The JUF website privacy policy (available at [www.juf.org/privacy/default.aspx](http://www.juf.org/privacy/default.aspx)) applies to all online activities on JUF websites. Therefore, the website privacy policy will also apply to donor information: a) to the extent any donations are obtained online; and b) once you have donated and established a donor profile, to certain online activities on our web sites that identify you to us (e.g. registering online for a program).

If you have any questions or comments concerning this Donor Privacy Policy, please contact us at [DonorServices@juf.org](mailto:DonorServices@juf.org) or send a letter to:

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Ben Gurion Way  
30 South Wells Street  
Chicago, IL 60606-5056  
312-346-6700  
Attn: Donor Services