



The Arts Center of the Greater Corvallis Area Donor Privacy June 1, 2025

At **The Arts Center**, we are deeply grateful for the generous support of our donors. We are committed to protecting your privacy and ensuring that your personal information is handled with the utmost care and respect.

All information concerning donors or prospective donors, including their addresses, emails, credit card account information, and checking account information shall be kept confidential and secured in both the electronic database and a locked filing cabinet.

1. Information We Collect

We collect and maintain the following types of donor information:

- Name
- Mailing address
- Email address
- Phone number
- Donation history
- Payment information (processed securely through third-party services)
- Communication preferences
- Family and/or employment connections

2. How We Use Donor Information

The information you provide is used to:

- Process and acknowledge donations
- Send donation receipts and tax documentation
- Communicate organizational updates and fundraising appeals
- Comply with legal and financial regulations

3. Information Sharing

We do not sell, rent, trade, or share donor information with any third-party organizations for their marketing or fundraising purposes.

We may disclose donor information only:

- To trusted service providers (e.g., payment processors) who are bound by confidentiality agreements
- As required by law (e.g., IRS reporting)
- With the donor's explicit permission

4. Donor Recognition

We may publicly recognize donors in annual reports, newsletters, or other materials.

**** If you prefer to remain anonymous, please let us know at the time of your donation or by contacting us directly.**

5. Opt-Out and Data Access

Donors may opt out of any future communications or request to review, update, or delete their information by contacting:

The Arts Center

Email: info@theartscenter.net

Phone: 541-754-1551

Mailing Address: 700 SW Madison Ave, Corvallis, OR 97333

6. Security

We take reasonable and appropriate security measures to protect your personal and financial information from unauthorized access, disclosure, alteration, or destruction.

7. Changes to This Policy

We may update this policy periodically. When we do, we will post the updated version on our website and update the effective date.