

# Community Soup Kitchen and Outreach Center, Inc.

## Donor Privacy Policy

The Community Soup Kitchen and Outreach Center, Inc. is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** The Community Soup Kitchen and Outreach Center, Inc. provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

**Information Collected.** Here are the types of donor information that we collect and maintain:

- contact information: name, organization/church, complete address, phone number, email address;
- payment information and billing information;
- shipping information: name, organization/church, complete address;
- information concerning how you heard the Community Soup Kitchen and Outreach Center, Inc.;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates

**How Information is Used.** The Community Soup Kitchen and Outreach Center, Inc. uses your information to help you complete a transaction, communicate back to you, and update you on soup kitchen happenings. Credit card numbers are used only for donation or payment processing and are then destroyed. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication.

**No Sharing of Personal Information.** The Community Soup Kitchen and Outreach Center, Inc. will not sell, rent, or lease your personal information to other organizations. Unless requested that your donation remain anonymous, your name and donation amount may appear in our Annual Report, other print materials or on our website. We honor all requests to remain anonymous.

**Removing Your Name From Our Mailing List.** It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at [marla@cskmorristown.org](mailto:marla@cskmorristown.org) or call us at 973-267-0709.