

## DPSF Donor Privacy Policy

The Detroit Public Schools Foundation (“DPSF” or “We”) is committed to respecting the privacy of our donors. The purpose of this Donor Privacy Policy is to provide transparency as to DPSF’s practices, policies, and procedures for the collection, use, and protection of information relating to donors and prospective donors. Please find our donor privacy policy below. (You can find our general privacy policy at [dpsfdn.org/privacy](https://dpsfdn.org/privacy)).

### DPSF collects and maintains the following type of donor information:

- Personal information such as your name, address, telephone number, email address
- Donation-related information, including gift amount, date, any gift restrictions requested by the donor

### DPSF will use confidential donor information for the following purposes:

- Distributing receipts for donations
- Sending thank you/acknowledgement communications to donors
- Informing donors about news and events
- Conducting internal analysis and records management
- Reporting to relevant Federal and state agencies

### Use and Disclosure of your Personal Information

- Other than as provided in the Note below, it is our policy not sell, share or trade your personal information with other entities without your permission.
- We may collect your name, email address, telephone number and payment information when you make a donation, either on our website and/or third-party service provider, over the phone, at an event or by mailing in a check.
- To the extent any donations are processed through a third-party service provider, our donors’ information will only be used for purposes necessary to process the donation.
- We protect financial information received both online and offline. We will collect payment information, billing address and other information necessary to process a donation or event registration. DPSF uses a secure online payment processing service and does not store, nor do we have access to, your credit card information, bank account numbers or other account data sent through our processing services. Payment information mailed to us offline is shredded after payments have been processed.
- We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift.
- We publicly recognize donors by publishing names in our Annual Report, on our website and in other publications. Limited donor information, such as name and timeframe in which a donation was made, may be used for promotional and fundraising activities. DPSF provides donors the option to have their name publicly associated with their donation or to remain anonymous. While making a donation, donors must specifically request to remain anonymous either (1) selecting the “anonymous” checkbox option online, or (2) submitting this request to Amy DeWys, Director of Development, at [adewys@dpsfdn.org](mailto:adewys@dpsfdn.org).
- **Note:** DPSF shares donation information such as donor name, amount, year of donation and purpose when requested by a foundation, corporation, or government entity as part of a grant/funding request application submission process, unless otherwise specified by the donor.

**Changes to the Donor Privacy Policy**

We reserve the right to amend and modify this Donor Privacy Policy from time to time with or without notice to donors or prospective donors.

If you have questions about this Donor Privacy Policy, or if you wish to be removed from our contact lists, please contact [communications@dpsfdn.org](mailto:communications@dpsfdn.org).

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