

## Privacy Policy

1. The CEC collects name, address, and telephone information on each of its donors. Donation history including date of the gift, amount, and the designated fund (if a designation has been made) is recorded as well. Other information such as business, church or civic club affiliation is recorded, when known.
2. Donors who would like to review and/or request corrections to the information collected by the Community Enrichment Center may contact the Executive Director or the Development Director at 817-281-1164.
3. The CEC does not sell, rent or share donor names to other organizations. Donor names are listed in the CEC newsletter unless the donor specifically requests to remain anonymous.
4. Access to donor information is limited to CEC staff members who need the information to perform their work duties. Two people have access to the donor database and two others review the daily list of donors and/or the bank deposit slips. No other employees or non-employees have access to donor database or donor information.