



Greening Forward Donor Privacy Policy

Greening Forward 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 whether it be private or public.

Awareness

Greening Forward provides this privacy policy to make you aware of our donor privacy policy and to inform you of the way your information is used. We also provide the option to withdraw all personal information that you may deem inappropriate for Greening Forward's use.

Information Collected:

Here are the types of donor information that we collect and maintain:

- Contact information: Name, organization, complete address, phone number, email address;
- Payment information: Credit card number and expiration date, and billing address for all things pertaining to donations and/or grants/funds;
- Shipping information: Name, organization, complete address;
- Information concerning how you heard about Greening Forward;
- Information you wish to share: Questions, comments, suggestions; and
- Your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, and/or newsletters. You reserve the right to remove yourself from the mailing list if desired or needed.

Use and Disclosure of Collected Information:

- We will not sell, trade, or share your personal information, collected on the website or through any other business activities with anyone else.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information if you give us specific permission to do so.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We will use your information to comply with the law or in the justified belief that such action is necessary to conform to the requirements of law or comply with legal process served on us. We reserve the right to protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- You have the right to review information that we have collected about you.

Changes to the Privacy Policy:

We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the bottom of this Privacy Policy. For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your



consent before implementing the change by sending a notice to your primary email address and/or home address specified in our records and by placing a prominent notice on our website.

Last Updated: 04/28/2013

Approved by the Greening Forward Board of Directors on May 28, 2013.