

## The National Center for Transgender Equality Action Fund Donor Privacy Policy

The National Center for Transgender Equality Action Fund (NCTE Action Fund) is committed to respecting the privacy of its donors.

**No Sharing of Personal Information.** The NCTE Action Fund does not sell, rent, trade or transfer any of its donor's personal information to outside entities. The NCTE Action Fund does share a database with the National Center for Transgender Equality and donor's information is available to both organizations. Use of donor information will be limited to the internal purposes of NCTE and NCTE Action Fund only to further the mission. Any of the NCTE Action Fund's third-party services (donation processing, mailing, printing, etc.) are contractually obligated to treat the lists with confidentiality and are prohibited from transferring them elsewhere.

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

- Contact information: name, organization/company, complete address, phone number, email address
- Donation information: amounts donated, date of donation(s), method and stimulus information concerning hours you have volunteered
- Actions you have taken through the NCTE Action Fund's website
- Your personal requests and comments

Credit card numbers are not retained once processed. The NCTE Action Fund's website has a Secure Sockets Layer (SSL) certificate for donor protection. Donations over 2% of the NCTE Action Fund's entire budget must be reported on IRS Form 990, Schedule B.

**Policy Application.** This policy applies to all information received by the NCTE Action Fund, both online and offline, on any Platform ("Platform", includes the NCTE Action Fund's website and mobile applications), as well as any electronic, written, or oral communications.

**Removing Your Name from the NCTE Action Fund's Email or Mailing List.** You can remove yourself for receiving emails by clicking the *Unsubscribe* link at the bottom of any email sent out or contacting directly via email [actionfund@transequality.org](mailto:actionfund@transequality.org) or calling us at (202) 645-4542. Please contact us directly to be removed from mailing lists.