

## Casting for Recovery Donor Privacy Policy

### **When you make a contribution to Casting for Recovery (CfR)**

If you provide CfR with your Contact Information, we enter your name into our database and contact you in order to:

- Supply you with information including information on our programs and related events.
- Request voluntary time or monetary contributions to Casting for Recovery.
- Seek completion of voluntary surveys seeking feedback for quality and service improvement purposes.

We restrict access to ensure that the only people who see your information are those with a need to do so to perform their official duties. All online transactions are processed using a secure server. Information and contributions collected online are transmitted using SSL encryption, and additional controls such as password protection are in place.

### **Donor Privacy**

Casting for Recovery, Inc. respects and monitors the privacy of our donors. We make every effort to disclose donor information only as specifically instructed by the donor and in a manner consistent with his or her wishes. Casting for Recovery, Inc. will not sell, trade, or share a donor's personal information with, nor send donor mailings on behalf of other organizations. If you have a question about donor privacy, please contact us through the link on this site.

For memorial contributions or contributions honoring an individual, we ask that you provide Contact Information of the person to whom you would like a personalized gift card sent. The information we collect is used to send the gift card and for informing the recipient of other Casting for Recovery programs and services and for no other purposes.

### **You can expect that Casting for Recovery will**

- Respond to any reasonable request you have courteously and promptly.
- Respect your privacy.
- Not share your personal information with any 3<sup>rd</sup> party, except as necessary to provide services associated with our programs, or in relationships with our third party partners as described below.
- If you so request, remove your contact information from our database. To request removal of your contact information, please email [info@castingforrecovery.org](mailto:info@castingforrecovery.org). **Third Party Partner Relationships** We

have relationships with companies that conduct charitable sales promotions that support the programs of Casting for Recovery. If you provide us with your mailing address, we may make your postal Contact Information available to these companies on a limited basis through third-party mailing agents for a limited time or use so that they may ask you if you are interested in receiving their services. Your choice to use their services will benefit us. We may also use some of the aggregate data we have collected from applicants (age, treatment, etc.) that is not associated with a particular individual to provide general information about our constituent population in support of grants applications, etc. Aside from the above, we may disclose Contact Information we collect about you to third parties only with your consent or at your direction.

### **Your Options**

We recognize that you may wish to limit the ways in which we contact you so we provide the following options for restricting internal and external sharing of your Contact Information. You may choose to specify or restrict our contact with you

- by telephone
- by postal mail
- by email
- for fundraising purposes
- for any purposes

If you have any questions, wish to indicate that you do not want to receive information as specified above, to request corrections on your information, to remove your contact information or request it not be shared with third parties, e-mail [info@castingforrecovery.org](mailto:info@castingforrecovery.org) or call our toll-free number, 1-888-553-3500.

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