

## **MBA Opens Doors Foundation Donor Privacy Policy**

The MBA Opens Doors Foundation is committed to respecting the privacy of our donors. This privacy policy applies to collection of information, including information collected on our website. By submitting your information to us or any of our staff, you consent to the terms and conditions of the policy and to the processing of personal information for the purposes stated below.

### **Personal Information**

"Personal Information" such as your name, address, telephone number, payment information and email address may be collected. Examples of ways in which we may collect your information include:

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone or email, with a question.
- If you register for an event.
- We may collect personal information when you make a donation, either on our website, over the phone or by mailing in a check.
- The above list provides a sample of personal information that may be collected by the MBA Opens Doors Foundation. From time to time, we may collect personal information from you in ways not described above.

### **Use and Disclosure of Personal Information**

- We will not sell, trade or share personal information collected with anyone outside of MBA or MBA Opens Doors Foundation.
- 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 good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- We will use personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.
- You have the right to review information that we have collected about you. To review that information please contact us in writing at The MBA Opens Doors Foundation, Attn: Deborah Dubois, President, 1919 M Street, NW, Washington, DC 20036.

- Except as described in this Privacy Policy or at the time we request the information, we do not otherwise disclose your personal information to any third parties.

### **Other Sites & Links**

Our website (<http://www.mbaopensdoors.org>) may contain links to other websites. These links are provided for your convenience, but the MBA Opens Doors Foundation does not review, control, or monitor the privacy practices of websites operated by others. We are not responsible for the performance on these sites or for your business dealings with them.

### **Children's Privacy (Children's Online Privacy Protection Act of 1998)**

People under 18 years old must not use our website for transacting business, purchasing or making donations. We will not intentionally collect online any personal information (such as a child's name or email address) from children under the age of 13. If you think that we have collected personal information from a child under the age of 13, please contact us as described below.

### **Security**

Information is stored on servers located in the United States. The MBA Opens Doors Foundation and our agents who help us with hosting and security use a number of physical, electronic, and procedural safeguards to help protect your information. However, there is no such thing as perfect security. You agree that we are not responsible for the unlawful actions of third parties.

### **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 home address specified in our records and by placing a prominent notice on our website.

### **Discontinue Contact Policy**

The MBA Opens Doors Foundation shall maintain a record of all requests by persons who indicate that they do not wish to be contacted by or on behalf of the MBA Opens Doors Foundation.

### **Limitation**

This policy does not prohibit contact by the MBA Opens Doors Foundation that is solicited by a person or a person's representative, even if the person or his/her representative have requested they be placed on the "do not contact list." Contact by the MBA Opens Doors Foundation that is solicited by a person whose name appears on "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

### **Permanent Record**

The MBA Opens Doors will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by the MBA Opens Doors Foundation Board of Directors.

*Updated: January 27, 2020*