



Alexandria Seaport Foundation Donor Privacy Policy

The Alexandria Seaport Foundation (ASF) is committed to respecting the privacy of its donors. ASF has developed this policy to make donors aware of the information collected from them, outline how donors' information is used by ASF, and assure donors that ASF does not sell, trade, or share donors' private information with other organizations.

Information Collected

ASF may collect and store information that you have provided via mail, email, website, in person, or by phone. ASF collects and maintain the following types of donor information:

- Contact information: name, organization/employer, address, phone number, email address, social media account
- Donation information: donation amount(s), date(s) of donation(s), form of the donation
- Copies of donations made by check, which are shared with the ASF bookkeeper and external auditor only as necessary to fulfill their respective functions
- Information concerning how you heard about ASF and the status of the relationship we have with you
- Documentation of your requests to receive or to not receive periodic updates regarding ASF activities and fundraising appeals via email or US mail correspondence
- Other information you have shared with ASF, such as questions, comments, and suggestions.

ASF engages third-party payment processors to collect credit card or other payment information for donations made online. This information is encrypted and secured, used only for payment processing, not shared with ASF, and is retained only if you authorize recurring donations.

How Your Personal Information is Used

ASF uses your information as necessary to process your donation, communicate with you, and update you on our work. Donations equal to the greater of \$5,000 or 2 percent of ASF's annual revenue are reported to the IRS on ASF's tax return (IRS Form 990); however, this information is redacted from the publicly available version of ASF's Form 990. ASF may share donor information with ASF staff and Board members and may publicly recognize donors by amount ranges in ASF's annual report or on the ASF website. ASF will always honor a donor's request to remain anonymous if he or she does not wish to be publicly recognized in this way. ASF may disclose donor information to comply with law enforcement requests, court orders, or other legal processes.

No Selling, Renting, or Sharing Personally Identifiable Information

ASF will not sell, rent, or otherwise share your personally identifiable information to other organizations, except as needed to process the donation or as noted above.

Comments or Questions?

If you have comments or questions about our donor privacy policy, please contact ASF at ASFoffice@alexandriaseaport.org or (703) 778-0977.