

## DONOR PRIVACY POLICY

It is the policy of the Washington Poison Center (WAPC) that personally identifiable records, including names, addresses, email addresses and telephone numbers are used only for WAPC purposes. The Washington Poison Center does not sell or otherwise make available such information to vendors, exhibitors or others. The Washington Poison Center may use a 3rd party mailer to communicate with members about WAPC programs or benefits, but only with an appropriate confidentiality agreement in place to prevent unauthorized disclosure of such information. Sensitive information such as credit card numbers are deleted when the donation is complete.

The Washington Poison Center (WAPC) is committed to respecting the privacy of our donors. Our privacy policies have been developed to ensure our donors personal information will not be shared with any third party.

The Washington Poison Center collects and maintains the following types of donor information.

- Contact Information: name, organization, complete address, phone number, email address.
- Donation Information: amount(s) donated and date of donation(s).
- Information concerning hours you have volunteered.
- Your requests and comments.

The Washington Poison Center uses your information to complete a transaction, send acknowledgements, mail year-end tax statements, send updates on WAPC happenings and for internal marketing purposes. Credit card numbers are used only for donation or payment processing, and are not retained for other purposes. The Washington Poison Center will not sell, rent, or lease your personal information to other organizations.

It is our desire not to send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list: [anes@wapc.org](mailto:anes@wapc.org).

If you have comments or questions about our donor privacy policy, please contact us at 206-517-2350 or [anes@wapc.org](mailto:anes@wapc.org).