



## Donor Privacy Policy

TeenWorks strives to maintain the highest level of respect and privacy for our donors, partners and supporters. The following is our donor privacy policy, which guides our staff, board and volunteers on how they may and may not use your personal information while honoring your rights as a contributor.

TeenWorks collects and uses personal information from donors, partners and supporters that include: name, address, telephone number, e-mail address, and comments when donors voluntarily provides us feedback. This information is kept on file for reporting purposes and is also used in our process to develop funding to achieve our mission.

TeenWorks will never share secured information that is collected from donors, partners and supporters with outside organizations. TeenWorks will never sell, rent or exchange this information.

As a rule, TeenWorks publicly recognizes a donor by publishing a donor's name unless the donor explicitly chooses the "anonymous" field when making a donation.

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, please email us at [info@teenworks.org](mailto:info@teenworks.org).