

 Center for Creative Education	Administrative Services	Donor Privacy Policy	
		Revision #1	
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Document Number - AS-301	Annual Review		
SOP Author - R. Hamon	Annual Review		
Signature -	Annual Review		

1. Purpose

The policy is to clearly outline our commitment and responsibility for all Donor personal information in our possession. This policy specifically limits the use all donor provided data or any data collected during a visit to our website or interacting with us in any electronic form. This policy also sets in place a procedure to “Opt-Out” of receiving communications from The Center for Creative Education.

2. Scope

This policy strictly prohibits the exchange, trade, or sale of any donor personal information without the express written consent of the donor. We will not send mailings on behalf of other organizations or forward information on their behalf to our donors. We will not collect any specific information during a donor visit to our website unless they choose to provide such information to us.

3. Opt-out or change your contact information

This policy provides the option for donors to request to have their name removed from our donor mailing list by contacting us at info@cceflorida.org. All electronic communications have who the email was sent to, by whom, with the option to update email address, or provides the option to unsubscribe. If a donor requests to unsubscribe from our electronic communications we also will remove them from our mailing list.

Example:

This email was sent to janedoe@youreemail.com by info@cceflorida.org | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#)

4. Questions about policy

If you have questions or concerns about this policy please contact the CEO at 561-805-9927 or contact us through info@cceflorida.org. The existence of this policy does not prohibit CCE from contacting the donor for information, educational, or solicitation purposes.