



Donor Privacy Policy

South Shore Habitat for Humanity (SSHH) is a 501(c)3 non-profit organization. We are committed to respecting the privacy of our donors. Any information supplied to South Shore Habitat for Humanity by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored.

South Shore Habitat for Humanity does not sell or share donor lists. Donors who supply SSHH their postal address or email address may be contacted periodically for solicitation purposes and/or information regarding upcoming events. All donors have the option to contact us via email, phone or postal mail to request to be placed on a "do not solicit" list.

All requests to be removed from SSHH's mailing list shall be honored. If you have questions or comments about our donor privacy policy, please contact the Executive Director, Martine Taylor, at mtaylor@sshhabitat.org, 781-337-7744 x.17 or at 20 Mathewson Drive, Weymouth, MA 02189

Long-term support from our contributors is critical to fulfilling our mission. Maintaining a strong, trusting relationship with our supporters is key to our ability to continue to build hope, lives and communities in partnership with hardworking, low-income families in the South Shore area. Providing stewardship information and requests for funding are also vital to the long-term success of our affiliate. Balancing the needs and desires of our supporters, along with meeting the need for efficient and effective fundraising practices, are the principles that underpin our online and offline communications strategy. The purpose of this policy is to ensure that we conduct our fundraising in compliance with nationally established guidelines while ensuring that our supporter's trust and faith in us is well placed and deserved.

Donor Information

South Shore Habitat for Humanity records donor information when it is voluntarily provided to us, including:

- Contact information (name, address, phone number and e-mail address)
- Giving information

Your name, address and other information you provide will be used to keep you informed and up to date on the activities of SSHH, including programs, services, funding needs, and opportunities to volunteer or to give. Information is also kept on file for IRS purposes and for SSHH budget planning purposes.

Privacy Policy Guidelines

To ensure the continued trust of our current donors and future donors, SSHH abides fully by the following guidelines:

1. We will maintain active control of our contributor lists and will not sell or rent contributor names to any outside organization, nor will we send out mailings on behalf of other organizations.
2. We will respect the privacy of all members by offering a means by which their names may be suppressed upon their request, and we will honor their requests.
3. Some donors may be recognized in publications, on our website or through social media. Testimonials will be published only with the consent of the donor. Donors may also notify us if they prefer that all or some of their contributions be made anonymously and not publicly recognized.
4. We will maintain complete and accurate records of all uses of contributor information for at least such time as required by law.
5. Occasionally, we may rent lists from other organizations in order to reach prospective members. We will not rent lists from any organization if we believe doing so may compromise the trust between SSHH and its supporters.
6. Third parties may be linked to, or may provide certain information displayed on our website. Although SSHH believes that such information comes from trustworthy sources, the third-party information is not necessarily sponsored, endorsed, recommended or licensed by SSHH. You should directly contact the third parties and/or their references for the most accurate information.
7. The SSHH web server automatically recognizes each visitor's domain name but does not automatically collect personally identifiable information. A "cookie" is a small piece of data may be stored on your computer's hard drive when you visit the site. SSHH uses cookies to analyze our website's overall traffic patterns and improve our visitors' online experience. We do not use cookies to store or collect any personal information. Many browsers provide an option to block or remove cookies. You can visit our website successfully while blocking cookies, but leaving cookies enabled in your browser will help us to improve our site's usability and effectiveness. Some areas of our online volunteer registration, orientation, and other areas require the use of cookies in order to maintain the security of your information and allow you to go from one page to the next without entering your information multiple times.
8. We will comply with the laws and regulations of the Internal Revenue Service, all states in which we solicit funding, and the U.S. Postal Service. We collect personal information from visitors to our website only if they make a donation, purchase items from our website, or request goods or services. Personal information provided by users of our website is used to process a gift or deliver requested information. Visitors who purchase merchandise and provide a valid mailing address may be added to our mailing list. Visitors who provide us with

their name and e-mail address may be added to our e-mail list, from which they can be removed at any time by following the instructions that are found in our electronic communications. Personal information is never sent via email and is only handled by appropriate staff at SSHH.

Discontinuing contact upon request

It is the policy of SSHH to communicate with donors according to their expressed preferences whenever possible. SSHH will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization.

Upon a person's (or a person's authorized representative's) request that SSHH discontinue further contacts, the person's name and address will be promptly modified in the SSHH donor database.

To review or correct your personal contact information, to make changes to your recorded preferences as a member, or if you have questions regarding this policy, please contact the Executive Director, Martine Taylor, at mtaylor@sshahabitat.org, 781-337-7744 x.17 or at 20 Mathewson Drive, Weymouth, MA 02189.