Earth Force is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** Earth Force provides this policy to make you aware of our privacy policy and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

**Information Collected.** Here are the types of donor information that we may collect and maintain in our internal donor database:

- contact information: name, organization, complete address, phone number, email address;
- mailing information: name, organization, complete address;
- information concerning how you heard about Earth Force;
- information you wish to share: questions, comments, suggestions;
- your request to receive periodic updates; e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals and newsletters.

**How Information is Used.** Earth Force uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a donation, communicate back to you, and update you on Earth Force. We use the comments you offer to provide you with information requested and we take seriously each recommendation as to how we might improve communication.

**No Sharing of Personal Information.** Earth Force will not sell, rent, give, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Earth Force and only to further the mission of Earth Force programming.

**Removing Your Name From Our Mailing List.** It is our desire to not send unwanted mail or email to our donors. Please contact us if you wish to be removed from our mailing list. If you are on our email newsletter, simply click the “unsubscribe” link to remove yourself quickly.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at development@earthforce.org or call us at 303.433.0016.