

Hubbard House 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. Hubbard House provides this Donor Privacy Policy to make you aware the way your information is used. You can request to remove your name from our mailing list at any time.

The types of donor information that we maintain are:

- Donor name
- Company or organization name
- Address
- Phone number
- Email address
- Special requests such as how many mailing a year you would like to receive, how you would like to receive them (via mail or email) and if you prefer to give anonymously
- History of giving

Hubbard House uses donor information to update donors on agency happenings, special events and current needs. Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

Hubbard House does not, and will not sell, rent, lease, or share donors personal information with any other organizations. Hubbard House does list the donor's name in our Annual Report, Advocate Newsletter and *Form 990 unless the donor requests to remain anonymous.

It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list. If you have comments or questions about our donor privacy policy, want to give anonymously, or want to be removed from our mailing list please send an email development@hubbardhouse.org or call (904) 354-0076 ext. 281.

*The Internal Revenue Service regulations requires donor disclosure in the Form 990 for gifts that are either more than \$5,000.00 or 2 percent of the agency's total contributions, whichever is greater.