



## Donor Privacy & Opt-Out Policy

Adopted on November 30, 2015

This privacy policy applies to collection of information. By submitting your information to STEP, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

### *Personal Information*

“Personal Information” is information that identifies you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us.

### *Use and Disclosure of Personal Information*

- We will not sell or trade your personal information to any third parties.
- We will not share your personal information with any third parties unless required by law.
- We will not send you mailings on behalf of other organizations.
- We will only share your personal information if you give us specific permission to do so.
- We will collect payment information, billing address, and other information necessary to process a donation or event registration.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- We will use the personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration, or other donation. If you use a credit or debit card, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.
- You have the right to review information that we have collected about you. To review that information please contact us by phone or email: 520-609-1149 or [step@stepexpedition.org](mailto:step@stepexpedition.org).

Except as described in this Privacy Policy, we do not otherwise disclose your personal information to any third parties.

Even though STEP takes all reasonable steps to protect donor's personal and financial information, it cannot and does not guarantee its confidentiality or security.

### *Modifications*

We reserve the right to revise this Privacy Policy from time to time. The most current version of the Privacy Policy will be made available on our website.

### *Opt-Out*

Anyone may opt-out of having their personal information used by STEP to send program updates or other STEP information by contacting us via e-mail, [step@stepexpedition.org](mailto:step@stepexpedition.org), or by “unsubscribing” to our on-line communication.

If you have questions about our Privacy Policy, please contact:

[step@stepexpedition.org](mailto:step@stepexpedition.org)

520-609-1149

6336 N. Oracle Road, #326-326

Tucson, AZ 85704