

WESTERLY LIBRARY AND WILCOX PARK

Donor Privacy Policy

The Memorial and Library Association is dedicated to maintaining and respecting the privacy of our donors and supporters. We handle your information with care and confidentiality.

Personal Information

The Association collects the following personal information when a transaction is made: donor name, acknowledgement name, amount donated, address, telephone number, and email address. Donor information is used for the following internal purposes:

- Distribute receipts for donations
- Thank donors for their contribution
- Inform donors about current and upcoming activities of the Association, including additional opportunities to support the Association
- Track and analyze donor data
- Comply with current rules and regulations governing 501(c)(3) financial reporting
- Comply with any reporting requirements related to specific grants or contributions

The Association does not sell, lease, trade or share donor information, with any other entity, nor send mailings to our donors on behalf of other organizations.

This policy applies to all information received by the Memorial and Library Association for Westerly Library and/or Wilcox Park, both online and offline, through our website/PayPal, as well as any electronic, written, or oral communications.

Online Donations

Your online donations are safe and secure. The Library Association uses industry-standard SSL encryption to protect the confidentiality of your personal information and the security of your transaction. To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation.

All online transactions are confirmed by a follow-up email, and we mail written receipts to all donors. We will remove your name from our mailing list, email list or telephone solicitation list at any time, at your request.

Please call 401-596-2877, or email rdoyle@westerlylibrary.org with any further questions about our privacy policy.

Modified from the Library Association of Los Angeles. Adapted from the Association of Fundraising Professionals (AFP) and the Council for Advancement and Support of Education (CASE).

Approved by the Memorial and Library Association Board of Trustees July 24, 2016.