



# Donor Privacy Statement

*Effective August 1, 2018*

## Our Commitment to Privacy

The Menninger Clinic Foundation is committed to respecting the privacy of our donors. This Privacy Statement describes how we handle and use personal information about our past, present and future supporters.

We protect your personal information and do not rent, sell or trade our mailing lists. If at any time you wish to update your personal information or be removed from our communications, please contact us by phone at 713-275-5172 or via e-mail at [giving@menninger.edu](mailto:giving@menninger.edu).

## Personal Information We Collect

The information we collect and maintain is primarily provided to us by our donors when they make a gift, register for an event or communicate with us directly. On other occasions, and as needed to carry out accepted fundraising practices on behalf of The Menninger Clinic, we may use public internet searches and tools, such as Lexis Nexis for Development Professionals, to augment the information provided to us.

The personal information we collect may include:

- Contact information, such as name, mailing address, telephone number and email address.
- Giving information, such as gift amount, date and purpose, and indicators of charitable interest and capacity.
- Information about events attended, publications received and special requests for program information.
- Demographic information, such as education, employment, marital status and family members.
- Information provided by the donor in the form of comments and suggestions.

## How Personal Information is Used

We use donors' personal information in support of The Menninger Clinic's mission and to provide donors with relevant information. Specifically, this may include:

- Providing donors with charitable giving receipts and acknowledgments.
- Keeping donors updated about Menninger's activities.
- Conducting surveys about donor communication preferences and interests.
- Fundraising for Menninger programs and initiatives.
- Performing administrative tasks for internal record-keeping purposes.

## How Information is Stored and Secured

The Menninger Clinic Foundation uses administrative, technical and physical security measures to protect donors' personal information. Only authenticated users with specific permissions may access data within our secure network. Firewalls and regular monitoring are in place to alert us to any unauthorized access of our systems.

## Additional Information

The Menninger Clinic Foundation may change this Privacy Statement from time to time. If we make any significant changes in the way donors' personal information is maintained, we will make this clear on our Menninger website at [menningerclinic.org](http://menningerclinic.org).

## Contact Us

Should you have questions or concerns about these privacy policies, please call us at 713-275-5172 or send us an email at [giving@menninger.edu](mailto:giving@menninger.edu).