



DONOR PRIVACY POLICY

Hamm Memorial Psychiatric Clinic has a privacy policy to ensure that donor information will not be shared with any third party. This policy applies to the collection of information, including information collected on our website. By submitting your information to us or any of our staff, 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 identified you personally, name, address, email address and telephone number. We collect and store the information that you have provided us. Some examples of how we collect your information:

1. When you request information via our website or otherwise contact the clinic in person, by phone, or email, with a question. We may then collect your name, address, telephone number and email in order to respond to the inquiry.
2. We may collect your name, email address and other contact information if you register for an outreach event, a seminar, a conference, or sign up for our newsletter via our website.
3. We may collect your name, address, email address and telephone number and payment information when you make a contribution, either by our website, over the phone by credit card, or by mailing a check to the clinic.

Use and disclosure of personal information

We intend only to use and disclose your personal information for the following internal development purposes of Hamm Clinic: to complete a transaction, communicate back to you, acknowledge and recognize your contribution, update on activities and events, and conduct ongoing resource development efforts.

- We will not share your personal information, collected on the website or through any other business activities, with any third party external to Hamm Clinic.
- We will never sell or trade your personal information.
- We will not send you mailings on behalf of other organizations.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We may share personal information about you internally with specific trustees, or agency staff for the purpose of resource development. Information shared may include

giving history as well as other information that is necessary to develop cultivation, solicitation, and stewardship. Information will only be shared on as needed basis.

- Unless you notify us that you would like to remain anonymous, we may acknowledge you by name and/or description of donation including the level of monetary contribution in an annual report. You may inform us by email, phone or mail communication regarding your choice to remain anonymous.
- 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.
- You have the right to review information that we have collected about you. To review that information please contact the clinic in writing.