Princeton Symphony Orchestra Donor Privacy Policy

The Princeton Symphony Orchestra is committed to protecting the privacy of its donors, whether the donation is made online, by mail, or any other method. When you make a donation or register for an event, you provide your name, address, email and often payment information as well including, in many circumstances, credit card data. We protect your information in a variety of ways, as described below.

Use and Disclosure of Personal Information

- We do NOT rent or exchange lists that may include your Personal Information, collected on the website or through any other activities, with any outside organization.
- 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.
- Our database vendor has access to your Personal Information, but is bound by strict confidentiality rules and not permitted to use or download our donor data for any reason.
- Credit card information is NOT stored on our database or in our offices. Any such information sent in written form is destroyed immediately after processing.
- 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 on the website, 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.
- We use your personal information to provide you with personalized service; to send e-mail alerts to you; to answer your requests; to process your ticket purchases; etc. You may choose to opt out at any time, which will cease all communications from us.
- You have the right to review information that we have collected about you. To review that information please contact us in writing.
- You have the right to request that your personal information be removed from solicitation and other mailing lists. To request removal, please <u>contact us</u> in writing.
- We may amend this privacy policy from time to time; please review it periodically. We
 maintain the option to modify this privacy at any time by electronic notice posted on our
 website. Your continued use of our website after the date that such notices are posted will be
 deemed to be your agreement to the changed terms.