



Department: Development

Approved by:

Title of Policy: Donor Privacy Policy

Details of Policy:

The Naval Aviation Museum Foundation is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

Awareness. The Naval Aviation Museum Foundation provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

Information Collected. Here are the types of donor information that we collect and maintain:

- contact information: name, organization, complete address, phone number, email address;
- payment information: credit card number and expiration date, and billing information;
- shipping information: name, organization, complete address;
- information concerning how you heard about The Naval Aviation Museum Foundation, National Naval Aviation Museum and the National Flight Academy;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, *Foundation Magazine* and Annual Reports and *Fly-By* newsletter.

How Information is Used. The Naval Aviation Museum Foundation uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on Foundation, Museum and National Flight Academy events. Credit card numbers are used only for donation or payment processing and are not retained for other purposes. We use the comments you offer to provide you with information

requested, and we take seriously each recommendation as to how we might improve communication.

No Sharing of Personal Information. The Naval Aviation Museum Foundation will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of the Naval Aviation Museum Foundation.

Removing Your Name From Our Mailing List. It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list.

Contacting Us. If you have comments or questions about our donor privacy policy, please send us an email at info@navalaviationmuseum.org or call us at (800) 327-5002.
