

Donor Privacy Policy

Sightline Institute maintains the highest level of respect for the privacy of its donors. The following is our donor privacy policy, which guides our volunteers and staff on how they may and may not use your personal information while honoring your rights as a supporter.

Sightline collects and uses personal information from donors that includes: name, address, telephone number, e-mail address and donor comments when a donor voluntarily provides it to us. In addition, Sightline keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used in our development process to analyze overall giving patterns in order to make accurate budget projections.

Sightline does not sell, trade, rent or share names, addresses, telephone numbers, or e-mail addresses of our donors. Sightline will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about news, upcoming fundraising events and other activities of Sightline Institute
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies
- Contact donors about changes to this policy

As a rule, Sightline publicly recognizes a donor by publishing a donor's name unless the donor explicitly chooses the "anonymous" field when making a donation by mail or online.

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please call 888-447-1880 x118 and speak with Migeen Han, Development Director.