United Way of Ottawa and Allegan Counties

Privacy Policy

United Way of Ottawa and Allegan Counties (United Way) values the trust its donors and other stakeholders place in the organization and adheres to the highest standards in gathering, using and safeguarding their information. **We do not rent, sell or trade donor information to any third parties** outside of the United Way system. In addition we do not send donor mailings on behalf of other organizations.

The information you or your employer provide to us is used to help us in campaign, to process and receipt your donation and to respond to any of your requests. We also use your information to send acknowledgement of your gift information and to provide information about our work which we think you may find of interest. If you do not wish to receive such communications, you may let us know at any time by contacting the United Way office.

United Way educates our employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information. Organizations that provide operational or other support services to us must also agree to safeguard your information in strict compliance with our privacy policy.

We do not provide donor information to third parties except under the following conditions:

**Designations:** if any portion of your donation is directed to another United Way or agency, we provide your name, your contact information, the amount of your donation and your workplace to the organization receiving your donation. If you do not want this to occur, please indicate on your pledge form that you wish to remain anonymous. Although we encourage agencies to set high privacy standards, we do not control their policies, and we therefore cannot take responsibility for their use of donor contact information.

**Public Recognition:** There are times when we publicly recognize and thank donors, volunteers and other stakeholders for their generosity. If you prefer to remain anonymous, please indicate this when completing your pledge form.

**Third Party Suppliers:** In some cases selected third parties (ie: data processing, pledge card scanning or mailing firms) conduct processing duties. These third party companies enter into confidentiality agreements with the employers that agree to use their services. United Way of Ottawa and Allegan Counties exercises no control over this.

**As required By Law:** United way will release information when we are required to comply with the law.

**PLEASE NOTE: You are considered op-in unless you specifically request to op-out. To opt-out please notify us in one of the following methods:**

**Email:** **kkean@ottawauniteway.org**

**Phone: 616-396-7811**

**Mail: P.O. Box 1349, Holland, MI 49422-1349**

For more information or questions, contact Kelly Kean, Chief Financial Officer at (616) 396-7811 or kkean@ottawaunitedway.org.