### **Donor Privacy Policy**

The Pacific Battleship Center respects the privacy of all donors. We believe in safeguarding personal information and ensuring that donor privacy is protected. Your name, address and any other personal data you provide will be used only by the Pacific Battleship Center to keep you informed of our activities including our programs, special events, and funding needs. If at any time you choose not to receive these communications, you may contact the organization and we will gladly remove your name from our mailing list.

Pacific Battleship Center publishes a list of the names of donors annually, which is available on our website. We respect all donor requests to remain anonymous.

#### **Electronic Personal Records**

Donor information is maintained in a secured database, and only authorized personnel have access to this information and only for appropriate business purposes.

# **Mailing Lists**

The organization does not rent, sell, give away, or trade its donor lists or any information contained on those lists. Donor information is used by the institution for charitable purposes only as described above and will not be used by any entity outside of the institution. To review personal information collected and/or request changes, please contact Pacific Battleship Center Development, at development@labattleship.com.

## **Authorized Release of Information**

The Pacific Battleship Center may be legally required to disclose information on occasion. Pacific Battleship Center complies with all applicable legal requirements and standards.

## **Purchase Transactions**

All information we receive during a transaction is kept confidential and secure according to legal requirements.