



**COMMUNITY SERVICES COALITION, INC.**

312 Waller Mill Road, Suite 108

Williamsburg, VA 23185

(757) 220-4249

CommunityServicesMgr@gmail.com

**Community Services Coalition, Inc. Donor Privacy Policy**

Community Services Coalition (CSC) respects the privacy of our donors. We have developed this privacy policy to ensure our donors that personal information will not be shared with any third party.

**Awareness:** CSC provides this policy to make you aware of how your information is used. We also provide you with the opportunity to remove your name from our mailing lists, if you desire to do so.

**Information collected:**

We collect and maintain the following types of donor information:

- contact information: name, organization, mailing address, phone number, email address
- payment information: credit card number and expiration date; billing information;
- requests to receive periodic updates: we send periodic mailings related to specific fund-raising appeals, event invitations, mailed newsletters and electronic newsletters.

**How information is used:**

CSC 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 organizational happenings. 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 requested information, and we take seriously each recommendation as to how we might improve communication.

**No sharing of personal information:**

CSC 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 CSC and only to further the educational activities and purposes of CSC.

**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 [communityservicesmgr@gmail.com](mailto:communityservicesmgr@gmail.com) or call us at (757) 220-4249.