

## **The Houston Food Bank Donor Privacy Code**

The Houston Food Bank respects your privacy. We protect your personal information and do not rent, sell or trade our mailing lists. Your name and address and other information you provide will be used to deliver services and to keep you informed and up to date on the activities of the Houston Food Bank, including programs, services, special events, funding needs, opportunities to volunteer or to give. If at any time you wish to be removed from any of our communications simply contact us by phone at 713-223-3700 or via e-mail at: [cferrell@houstonfoodbank.org](mailto:cferrell@houstonfoodbank.org) and we will gladly accommodate your request.

### **Our Commitment**

Our organization is committed to protecting the privacy of the personal information of its employees, board members, agencies, donors, customers and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our various projects and activities we gather and use personal information. In making a donation to Houston Food Bank, information will be collected that must remain private. Houston Food Bank is the sole owner of all information collected in the donation process. Houston Food Bank will not under any circumstance sell, share or rent your information in ways other than what we disclose in this statement.

### **Privacy Practices**

Personal information gathered by our organization is kept in confidence. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

### **Website and Electronic Commerce**

Please see Web / Internet Privacy Policy.

### **Updating of Privacy Policy**

We regularly review our privacy practices for our various activities, and update our policy. Please check with the Development Office at the Houston Food Bank for information on our most up-to-date practices.