



# CATHEDRAL ARTS PROJECT

## DONOR PRIVACY POLICY

The Cathedral Arts Project is committed to respecting the privacy of our donors. Donor information is collected when the donor volunteers the information when making a gift to the organization or participates in any of our events. The types of donor information we collect and maintain includes:

- Contact information: name, address, telephone number, email address, and biographical information
- Giving information
- Information on events attended, publications received, and special requests for program information
- Information provided in the form of comments and suggestions

CAP uses donors' information to understand their interests and update them on the organization's plans and activities. Donors' information may be shared with staff, board members, volunteers and consultants on a "need-to-know" basis only. Donors who do not wish for their information to be stored by CAP may contact the organization at any time or let the organization know at the time of donating or participating in an event.

Donors' information will only be used within the organization. CAP does not share, sell, rent or lease its donors' information with any outside parties, nor does it send mailings to donors on behalf of other organizations.

If you have comments or questions about CAP's donor privacy policy, please contact Doug Walker, Vice President of Philanthropy, at [doug@capkids.org](mailto:doug@capkids.org) or 904.281.5599 ext. 118.