

DONOR PRIVACY POLICY

We have created this policy as a commitment to protect the privacy of our donors and their information.

What information do we collect?

In order to provide you with the best experience possible, Theatre Under The Stars collects the following donor information:

- Personal contact information: name, address, phone, email
- Business contact information: name, address, phone, email
- Additional contact information as provided by the donor
- Subscription and ticketing history with Theatre Under The Stars
- Giving and event attendance history with Theatre Under The Stars
- Listing preferences for recognition and acknowledgments as provided by the donor
- Payment information, as provided by the donor, for pledges, installment payment plans, or other financial concerns
- Feedback and analytical data that allows us to address special requests and/or provide a personalized experience
- Publicly available information that allows us to provide a personalized experience

How do we use the information we collect?

By collecting your information, we are able to better share with you the impact of your support and provide opportunities for further engagement.

The information is also used to provide you with a seamless experience when attending any one of our programs or events. Donors may designate their preferred contact information as well as assign a preferred point of contact. Donors may also choose to be removed from TUTS donor email and mailing lists. Contact information and communication preferences may be updated by emailing development@tuts.com.

Donors are recognized in accordance with the recognition benefits of their contribution type and level. All donors have the option to remain anonymous.

How is the information stored?

Information may be stored digitally in our database or using other online platforms and/or in hardcopy format secured in our offices. TUTS complies with PCI guidelines to protect credit card information.

Who has access to donor information?

TUTS has instituted different security levels of database access to protect donor information. Development staff, executive leaders, and database administrators may access donor

information in the TUTS database. Other forward-facing employees may only access limited information such as contact details and ticketing history.

Payment information is strictly available to the staff members processing or facilitating the payment transaction. All TUTS staff are subject to the organization's confidentiality policy as outlined in the employee manual. All TUTS employees are also subjected to a background check upon hiring.

Donor information may be shared with members of the TUTS Board of Directors for specific projects. All members of the TUTS Board of Directors are subject to the organization's *Confidentiality Agreement for Board of Directors*.

Limited donor information may be shared with volunteers who serve on a TUTS committee for specific projects. By participating in a committee, TUTS volunteers agree to maintain confidentiality of all donor data. Volunteers may also have limited access to contact information while assisting with mailing TUTS materials.

Theatre Under The Stars does not sell or lease donor data for use by a third party. TUTS may contract with a third party as part of a season subscription or other telemarketing/telefunding campaign where donations are solicited; in these instances, payment transactions are processed by TUTS employees following TUTS confidentiality standards.

Occasionally, donor information may be sent to a third party providing data or mailing services to TUTS. The information is strictly used for the purposes of the aggregate data analysis or mailing/processing of TUTS fundraising and promotional materials.

For TUTS Privacy Policy as published on our website, please visit [TUTS.com/about/privacy-policy](https://tuts.com/about/privacy-policy). For questions about this policy, please email development@tuts.com.