



Puppy Jake Foundation Donor Privacy Policy

Puppy Jake Foundation is committed to treat donor information with the utmost confidentiality. This policy has been developed to ensure donor information will not be shared with any third party.

Security measures in place include: physical (hard copies) information from donors shall be locked in file cabinets. Access to Quickbooks is limited to CEO, Treasurer and book keeper. Online payments are processed by third party, PIRYX which utilizes encryption. The link is: <https://secure.piryx.com/donate/A4wJmXMx/Puppy-Jake-Foundation/donate>

The following types of information may be collected and securely maintained:

- contact information including:
 - name, full address, phone number, email address
 - payment information
 - credit card number, expiration date, CVC and billing information
 - information as to how/why the donation was made (website, event, etc.)

Puppy Jake Foundation will use the information to complete the transaction, communicate with donors, invite donors to special events and update donors on programs, events and activities. Credit card numbers are used only for processing the donation and will not be saved nor retained.

Donor information within the organization shall only be used within a limited context and on a need to know basis. Donor files and/or lists of Puppy Jake Foundation shall not be sold nor shared with other organizations.

The PJF Donor Privacy Policy shall be easily available on the website. This policy is to inform donors of the way in which personal information is used.

Puppy Jake Foundation will list and thank sponsors and supporters on the website, invitations and social media. Puppy Jake Foundation has a “Discontinue Contact Policy” should a donor request removal from publication, solicitation and other communication.

For questions on this Donor Privacy Policy, please email:
info@puppyjakefoundation.org