

AFLC Development Department Donor Privacy Statement

The Association of Free Lutheran Congregations

The Association of Free Lutheran Congregations (AFLC) is a fellowship of independent congregations, who have chosen to be interdependent for the purpose of accomplishing service in the Kingdom of God that cannot best be done alone. The AFLC was organized in 1962 by 40-50 congregations of the former Lutheran Free Church (LFC), and has grown to become a larger Lutheran church body in the United States with about 255 member congregations.

Commitment to Donor Privacy

The AFLC is committed to respecting the privacy of our donors. We have developed this policy to ensure donor information is confidential. We value the trust of our donors and the public. We recognize maintaining this trust requires us to be transparent and accountable in maintaining confidentiality of the personal information donors choose to share with us. This privacy policy statement outlines the policies and principles that we apply in order to ensure the confidentiality and integrity of donor information.

Awareness

The AFLC provides this Donor Privacy Policy via our website and upon request to make donors and potential donors aware of our privacy policy and inform them of the way their confidential information is handled and used.

Information Collected

Current and potential donors voluntarily provide information to the AFLC, either directly or indirectly (e.g. when you visit a website or mobile site). The types of donor information that the AFLC collects and maintains are:

- contact information: name, organization/congregation, complete address, phone number, email address;
- donor history, information about past, current and anticipated financial contributions, amount and type of donations, volunteer activities, and other involvement with the AFLC
- only the last 4 digits of a donor's credit card number are maintained for tracking purposes, following donations made via this method.
- Your email address is used to help diagnose problems with our server, to administer our websites and for statistical metrics used to track website visitor traffic.

Access to Donor Information Within the Organization

- The Development Department and the Accounting Department of the AFLC oversees donor information and have access to all donor data (including contact information and gift amounts and dates)
- AFLC ministries designated by donors in their annual giving will have access only to information pertinent to that ministry, and all such information will be shared with that ministry for the purpose of planning and donor relations.
- Planned Giving donors will be able to remain anonymous (opt out) or give permission to have their information shared (opt in) with the ministry/ministries named in their planned giving document.

How Information is Used

The AFLC uses your information to provide you with better service, and build a long-term network of community support to sustain the organization's work. The uses of donor information will be limited to those which are related to our purpose and which a reasonable person would consider appropriate in the circumstances. We collect, use, and disclose personal information concerning our donors for the following reasons:

- to establish a relationship and to communicate with donors
- to better understand who our donors are and how we may improve our services to meet their preferences and expectations
- to issue and deliver a donation tax receipt
- to recognize contributions
- to respond to requests for information

No Sharing of Personal Information outside of the organization

The AFLC will not sell, rent, or lease your personal information to other organizations. Use of donor information will be limited to the internal purposes of the AFLC and only to further the ministry activities and purposes of the AFLC. All information obtained about donors and prospective donors will remain confidential and not discussed with any individual within the AFLC except on a "need to know" basis unless deemed necessary by the Development Department or requested by the donor.

Though the AFLC makes every effort to preserve donor and customer privacy, we may need to disclose personal information when we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on our organization.

Accuracy

We will use our best efforts to ensure that personal information, including information that is disclosed to third parties, is as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

Safeguards

We will protect personal information with safeguards appropriate to the sensitivity of the information. Our safeguards will protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification, regardless of the format in which the information is held. Our methods of protection will include physical measures (for example, locked filing cabinets and restricted access to offices), organizational measures (for example limiting access on a "need-to-know" basis), and technological measures (for example, the use of passwords and encryption).

We will make our employees and volunteers aware of the importance of maintaining the confidentiality of personal information, and we will exercise care in the disposal or destruction of personal information to prevent unauthorized parties from gaining access to the information.

Please be aware the AFLC is not responsible for the privacy practices of such other sites or entities. We encourage our donors to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information.

Removing Your Name From Our Mailing List

It is our desire to not send unwanted mail to our donors. The AFLC provides donors with the opportunity to remove their names from our mailing list if they desire to do so. Please contact us if you wish to be removed from our mailing list.

Modifications

If you would like to access, modify, correct, or delete your personal information a request must be submitted in written form. When you contact us, you may be required to provide us some details to verify your identity. We may not accommodate a request to change or delete information if we believe the change would violate any law or legal requirement, cause the information to be incorrect, or we are unable to verify your identity.

Changes to the Policy

We may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy policy at any time by electronic notice posted on our website. Your continued use of our website after the date such notices are posted will be deemed to be your agreement to the changed terms.