

The Fill My Cup! Adult Literacy non-profit organization maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor your rights, we have developed this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time.

Policy

What information we collect

Fill My Cup! collects and uses various personal information from donors that includes: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States require Fill My Cup! to keep contact information and contribution level of donors on file.

How we use that information

Fill My Cup! Non-profit organization, will never publish, sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. Fill My Cup! will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of Fill My Cup!
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

However, properly anonymized donor information is used for promotional and fundraising activities. We allow donors the option to have their name publicly associated with their donation by contacting us in writing. In all other cases the default is for staff and volunteers to assume all donations are not to be publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms are published in public lists and may be used in promotional materials while comments sent to us via email, fax or telephone are kept strictly confidential.

Financial information

All access to donor financial information is strictly limited to professional staff who need to process those data. No such data are given to any person, organization or group who does not need to access those data.

Fill My Cup! only uses reputable online payment processing services providing secure transactions. Fill My Cup! does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

Donations to Fill My Cup! go to a U.S. Postal Service post office box. This provides a quality level of security and confidentiality.

Contact us

Donations may be sent to our post office box at:

Fill My Cup!
Adult Literacy & GED Preparation Services.
P.O. Box 480301
Charlotte, NC 28269

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please email director@fmcliteracy.org or write to the above address.