## RealOptions Obria Medical Clinics Donor Privacy Policy

RealOptions Obria Medical Clinics is committed to respecting the privacy of our donors. We have developed this policy to ensure our donors that all of their information is kept private and will not be shared with any third party.

RealOptions provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

We collect and maintain the following types of donor information:

- contact information: name, organization, complete address, phone number, email address, church;
- payment information: credit card number (last 4 digits), expiration date, and billing information;
- requests to receive periodic updates: e.g., to individuals who request it we will send quarterly newsletter mailings and/or e-mails, and also mailings/emails related to specific fundraising events, appeals, or news pertaining to our mission.

RealOptions uses your information to complete a transaction, communicate back to you, and update you on foundation happenings. Credit card numbers are used only for donation or payment processing and are <u>not retained</u> for other purposes.

<u>RealOptions will not sell, rent, or lease your personal information to other organizations.</u> We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of RealOptions. It is our desire to not send unwanted mail to our donors. Please contact us if you wish to be removed from our mailing list. E-mail communications provide an unsubscribe mechanism to have your address removed from our contact list.

If you have comments or questions about our donor privacy policy, please send an email to our Director of Operations, <u>Leah@realoptions.net</u> or call us at 408-229-9836, ext. 102.