



American Composers Forum Donor Privacy Policy

The American Composers Forum (ACF) maintains the highest level of respect for the privacy of its donors. The following is our donor privacy policy, which guides our staff and board on how they may and may not use your personal information while honoring your rights as a contributor.

ACF collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and e-mail address
- Information related to donations
- Information on events attended, publications received and contact with ACF
- Information provided by the donor in the form of comments and suggestions

This confidential information is kept on file for IRS purposes. It is also used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with staff and board members only on a confidential and need-to-know basis.

ACF will use contact information of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about news, upcoming events and other activities of ACF
- Internal analysis and record keeping
- Contact donors about changes to this policy

As a rule, ACF publicly recognizes a donor by publishing a donor's name online and in our annual report unless the donor explicitly chooses for the gift to be "anonymous".

ACF does not sell, rent, trade or share its donor list with any other organization. ACF does not send out mailings on behalf of other organizations.

Credit Card Information: If a donor provides credit card information via a pledge form or contribute to ACF online the information provided is not stored in our database. The credit card is processed through a third-party site and we do not retain a copy of your credit card information. We use industry standard Secure Sockets Layering (SSL) software to encrypt all credit card information as it travels over the Internet and via wireless methods to our third-party service provider. Our third-party services providers use credit card information only to process transactions and are bound by contract to keep credit card information confidential.

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, please email jmehlhoff@composersforum.org or write to:

Jessica Mehlhoff
Development & Communications Manager
American Composers Forum
332 Minnesota Street, Suite E145
Saint Paul, MN 55101-1300
651.251.2815