

## Donor Privacy Policy

Mastermedia International is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** Mastermedia International 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.

**Information Collected.** Here are the types of donor information that we collect and maintain:

- contact information: name, organization/church, complete address, phone number, email address;
- payment information: bank account and routing number, credit card number and expiration date;
- shipping information: name, organization/church, complete address;
- information you wish to share: questions, comments, suggestions; and
- your request to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings related to specific fund-raising appeals, prayer concerns, and newsletters.

**How Information is Used.** Mastermedia International uses your information to understand your needs and provide you with better service. Specifically, we use your information to help you complete a transaction, communicate back to you, and update you on ministry happenings. Credit card numbers and bank account/routing numbers are used only for donation or payment processing. We use the comments you offer to provide you with information requested, and we take seriously each recommendation as to how we might improve communication. Donor information is not released outside the ministry of Mastermedia except where required by law..

**No Sharing of Personal Information.** Mastermedia International will not sell, rent, or lease your personal information to other organizations. 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 Mastermedia International and only to further the ministry activities and purposes of Mastermedia International.

**Removing Your Name From Our Mailing List.** It is our desire to not send unwanted mail or emails to our donors. Please contact us if you wish to be removed from our mailing or email list.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at [info@mastermediaintl.org](mailto:info@mastermediaintl.org) or call us at (800) 552-1248, x 10.

**Approved by Advisory Council September 19, 2016**