

Donor Privacy Policy

Updated: March 1, 2020

The Southern California Tennis Association Foundation (“the Foundation”) is committed to protecting the privacy of its donors and any personal information that they may share with us or that we hold. We value our donors’ trust and recognize that maintaining this trust requires us to be transparent and accountable at all times. This Donor Privacy Policy describes important information about the steps necessary to safeguard all personal information about our donors.

Personal information in our possession is maintained and used in ways that respect individual privacy. Only authorized employees, board members, volunteers, and consultants are officially granted access to personal information on a confidential and need to know basis. Anyone that has contact with donors is educated about the importance of protecting personal information and personal privacy.

The Foundation will not disclose personal information collected from donors to private third parties unless the law requires such disclosure.

What We Collect

The Foundation collects the following basic personal information from its donors: donor name, acknowledgement name, amount donated, mailing address, telephone number, and email address. The organization also collects information on events attended, publications received, and special requests for program information.

In some instances, the Foundation may collect additional information to manage donor relationships, as well as providing requested information. We collect user information for internal use only, and just to the extent required for our purposes, and IRS reporting requirements.

Website Visitors

Depending on the situation, the Foundation may collect the following information about visitors on its website www.sctafoundation.org:

1. The domain name and or IP address.
2. The email addresses of those who communicate with us via e-mail.
3. Aggregate information about which pages visitors access or visit.
4. Information volunteered by website visitors, such as survey information and blog feedback.
5. We sometimes place cookies to remember information about preferences and pages you’ve visited, and to personalize our content to enhance the users experience.

This information is used to improve the scope and content of the Foundation’s services on the Internet, and, in some cases, to respond to website visitors. By setting preferences in your browser, you can refuse to accept cookies, disable cookies, and remove cookies from your hard drive.

How We Use Information

Donor information is used for internal purposes only. The Foundation does not sell, rent, trade, or share donor information. Donor information will only be used by the Foundation to:

1. Distribute receipts for donations.
2. Thank donors for their contribution.

3. Inform donors about current and upcoming activities of the Foundation, including additional opportunities to support the Foundation.
4. Track and analyze donor data.
5. Develop and steward donor relations.
6. Comply with current rules and regulations governing 501(c)(3) financial reporting.
7. Comply with any reporting requirements related to specific grants or contributions.

The Donor Bill of Rights

Adopted from the Association of Fundraising Professionals (AFP)

1. To be informed of the Foundation's mission, the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the Foundation's Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the Foundation's most recent financial statements.
4. To be assured their gifts will be used by the Foundation for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition of all contributions to the Foundation.
6. To be assured that information about donations made to the Foundation is handled with respect and with confidentiality to the extent provided by law.
7. To be informed whether those seeking donations are employees of the Foundation, board members, volunteers, consultants, or hired solicitors.
8. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Discontinuing Contact Upon Request

It is the policy of the Foundation to communicate with donors according to their expressed preferences whenever possible. The Foundation will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization.

The Foundation shall maintain a record of all requests by persons who indicate to the Foundation that they do not wish to be contacted by or on behalf of the Foundation.

Upon a person's request that the Foundation discontinue further contacts, the person's name and address will be promptly modified in the Foundation's donor database to ensure that no further contact is made with the person.

Contact Information

The Foundation welcomes comments regarding this privacy statement. If you have additional questions about the Foundation or its Donor Privacy Policy, please contact us:

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