

## MLI Donor Privacy Policy

This site is owned and operated by The Marshall Legacy Institute (MLI). MLI holds the privacy of its users and donors in the utmost respect. We are committed to providing users with a safe, secure environment in which to provide personal information. MLI will use every reasonable effort to ensure that the information you provide remains private, and is used only for the purposes you request and in accordance with applicable laws.

Below is additional information to the types of information we collect and how that information may be used. Please feel free to contact us at [info@marshall-legacy.org](mailto:info@marshall-legacy.org) or (703) 243-9200 if you have any questions.

### *Collected Information*

We collect general information about the users of our site. This information helps us determine which parts of the site visitors find most valuable as well as how we can continually improve the services we provide. User identities remain anonymous unless the User provides this information as a part of communication or online donation. We do not sell, share or trade your contact information with any third party agencies. MLI never sends out mailings on behalf of other organizations.

We collect personal data through newsletter subscription, event registration, and online donation services. We only collect this information when users submit it voluntarily. We offer donors the opportunity to give anonymously. If you donate online or submit payment for an event through our site, we collect payment information, credit card numbers, and billing addresses. This information is collected to process your payment or donation, and is kept on file to comply with IRS guidelines. If you donate via mail, we process your payment, file it within our system, and destroy all associated information received on paper copy, such as billing and contact details.

### *Security of Donor Information*

Donor information, such as name, mailing address, email address, and donation history, is stored within MLI's donor management database. Access to the database is restricted to MLI staff members who need to access or modify the information contained therein. Information within the database helps staff keep an accurate track of contributions made to MLI and our programs, to acknowledge our generous donors, and to plan future development activities.

### *Links to Other Sites*

We may offer links to sites that are not operated by MLI. If you visit one of these linked sites, you should review their privacy and other policies. We are not responsible for the policies and practices of third party sites.

### *Changes to Our Privacy Policy*

Any changes to our Donor Privacy Policy will be posted here, so that visitors to our site and donors can always stay informed of the way we collect and store information.