

Donor Privacy Policy

Lee Carlson Center™ for Mental Health & Well-Being deeply values all contributions to sustain our mission. To protect the privacy of our donors and their special relationship with our agency, we maintain the following policies:

Information collection & donor recognition:

We do not rent, sell or trade our mailing lists. Name, address and other information provided by donors will be used appropriately to acknowledge gifts made to Lee Carlson Center, as well as to send donors our newsletter, invitations to special events, special fundraising mailings, and other materials pertaining to our work.

If at any time a donor wishes not to be acknowledged or to stop receiving some or all of our communications, they can notify us by phone at 763-230-7836 or by email at phalvorson@leecarlsoncenter.org and we will gladly accommodate the request.

We may request personal information, such as name, address, phone number, email address, and credit card number ONLY for the purposes of accepting online donations to Lee Carlson Center.

We do not retain your credit card information once the donation is processed online.

We do list donors (names only) in our Annual Report. If you prefer your name not be listed, contact our Development department at the number or email listed above.

Donors who request anonymity, either for gifts or for themselves, will be publicly acknowledged as "anonymous." Information on anonymous donors will be flagged prominently as "anonymous" in all paper files and computer records.

Individual donor records:

Individual donor records, whether in hard copy or electronic form, are the property of Lee Carlson Center. These records contain specific information pertaining to those individuals important to the development efforts of our agency.

Access to the donor database is maintained and authorized by the Development Manager. The donor database can only be accessed by fundraising staff and the Executive Director.

Accounting staff members, as well as external auditors and any regulatory agency personnel and people operating pursuant to legal process that may be conducting audits, reviews, or other investigations may require access to all hard copy and electronic files in the development records in order to conduct their work.

If you have comments or questions regarding our donor privacy policy, please contact our Development Manager at 763-230-7836 or phalvorson@leecarlsoncenter.org.