



Be Great :: Do Great Things

144 North Sixth Street :: Louisville, KY 40202  
www.dlicenter.org

## Donor Privacy Policy

The Muhammad Ali Center respects the privacy of our donors. We maintain the following policies to assure our donors that their personal information will be protected and will not be shared with any third party.

### Information Collection

The Muhammad Ali Center collects, uses, and maintains the following information from donors:

Contact Information: name, company name, job title, complete address(es), telephone number(s) and email address(es) (if applicable)

Donation Information: check numbers, credit card number and expiration date, amount donated, donor comments and suggestions, and giving history.

All credit card information is entered online through a secure page, sent to the Muhammad Ali Center and processed by our staff. Once an online donation is submitted secure measures are in place to ensure that a donor's credit card information is not compromised.

### Information Use

The Muhammad Ali Center will not sell, rent, or lease donor information to other organizations.

The Muhammad Ali Center will use donor information in the following ways:

- Help donors complete transactions
- Thank donors for their gifts
- Update donors about organizational activity
- Recognize donors
- Distribute gift receipts or statements
- Inform donors about upcoming events and fundraisers
- Analyze internal productivity and effectiveness
- Report to relevant federal and state agencies
- Contact donors about changes to this statement

As part of our donor recognition efforts, the Muhammad Ali Center may publicize donor names through its annual report, newsletters, website, and promotional materials (in the case of sponsorships unless otherwise requested). Generally, the specific gift amount will not be identified, but the donor will be recognized under the level of giving category that is appropriate to their donation. Donors always have the option of remaining "anonymous" when making a donation and will not be publicly recognized.

### **Access to Information**

All access to donor information is strictly limited to Muhammad Ali Center personnel who need to process data. No unnecessary person, group or organization will be allowed to access such data. Board members may be given information on the names of donors, donor history and the amount of gifts if needed to fulfill their responsibilities as directors of the organization. All board members and staff are required to maintain the confidentiality of donor information.

### **Opting Out of Mailings and Solicitations**

The Muhammad Ali Center contacts donors through direct mail, e-mail, and telephone. Any donor may request that the Center remove them from the Muhammad Ali Center mailing list and/or specify the method of contact.

### **Contact Us**

If you have questions or comments about our donor privacy policy, please send an email [kwatson@alicenter.org](mailto:kwatson@alicenter.org) or call the Muhammad Ali Center at (502) 584-9254.

\*Policy as of 1/1/2017