



Donor Privacy Policy

Our commitment to our donors

Women First, Inc. is committed to respecting the privacy of our donors. Philanthropy is based on a voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that Women First, Inc. donors and prospective donors can have full confidence in the organization and its mission, Women First, Inc. leadership has developed the Women First, Inc. Donor Privacy Policy.

Women First, Inc. will not sell, trade or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. If a donor requests anonymity, information about that donor will not be published. In addition, at the donor's request, their contact information will be removed from the Women First, Inc. mailing list.

Consent

This Donor Privacy Policy applies to collection, use and protection of donor personal information, including the option of a donor remaining anonymous. By submitting your information to us or any of our staff, you consent to the terms and conditions of the Policy and to our processing personal information for the purposes stated below. You have the right to withdraw it at any time and free of charge. When you do so, this will not affect the lawfulness of the processing before your consent withdrawal.

The information we collect

a) Donor Contact Information

Women First, Inc. collects and uses information from donors that includes, but is not limited to the following:

- donor name;
- amount donated;
- complete contact information;
- IP address, browser and domain information, date and time of access, and
- donor comments.

b) Donor Financial Information

In case a donor makes a request for recurring donations, we will collect the following financial information:



- Donor Credit Card Information; and
- Donor Bank Account Information.

Unless requested by the donor for the purpose of processing recurring donations, Women First, Inc. does *not* store, *nor does it have access* to, donor credit card information, bank account numbers, or other account data sent to those online processing services.

To accept contributions via credit card, Women First, Inc. offers donors options. Women First, Inc. professional staff may accept information directly to process a donation. Women First, Inc. also uses accredited online payment processing services over a secure server.

C) Cookies

We also collect non-personal information about our online visitors using “cookies” that operate automatically when you visit our website. We use this information to give our website visitors a more relevant online experience and to help us make website improvements. The information helps us understand which parts of our website are the most popular, where our online visitors are going, and how long they spend there. If you do not want us to collect information using cookies, you can disable this function in your browser. If you block cookies from us, however, you may not be able to see personalized content and our website may not function optimally.

How we use and share information

Women First, Inc. uses this information to understand donors’ needs and to provide service to its donors to follow-up donations. Donor names will be listed in publications such as the Women First, Inc. newsletter, Update, and on the Women First, Inc. website unless the donor requests anonymity.

Women First, Inc. will never sell, trade, rent or share donor names or contact information with anyone else, nor send donor mailings on behalf of other organizations.

Women First, Inc. will use donor name and contact information to remain in contact following their donation. This may include, but not be limited to the following:

- distributing receipts for donations;
- thanking donors for their contribution;
- informing donors about upcoming fundraising activities and other Women First, Inc. activities;
- internal analysis and record-keeping;
- contacting donors about changes to this policy; and,
- reporting to appropriate federal and state agencies, such reports not available for public inspection.

Women First, Inc. will aggregate donor data to create anonymous information for promotional and fundraising activities.

Women First, Inc. will publish donor names in its on-line and printed publications, including the Update, Newsletters and Annual Report unless the donor has requested anonymity.



Women First, Inc. will not send advertisements from others to donors, nor does it provide mechanisms for advertisers to reach donors.

Women First, Inc. will only use donor's financial information as required for processing of donations.

Third Party Sites

Our website may link to other websites which do not operate under Women First, Inc. privacy practices. When you link to other websites, Women First, Inc. privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personal information.

How we protect your information

Women First, Inc. has put in place appropriate technical and organizational security measures designed to protect your personal information from loss, misuse or destruction, including unauthorized, accidental or unlawful disclosure or processing of your personal information. We take steps to limit access to personal information and our employees have agreed to maintain the confidentiality of this information. While we take data protection precautions, no security measures are completely secure, and we do not guarantee security. Note, in the event of a security incident, we may use your email address and/or other contact information that you have provided to notify you of the incident.

Access to donor financial information is strictly limited to the professional staff and Women First, Inc. Treasurer, whose position requires them to process this confidential data. Donor financial data is not given to any person, organization or group which does not require access to the data. Donor records are kept secure within Women First, Inc.'s secure electronic files and hard-copies will be in secure files.

Data Retention

We will retain personal information in order to comply with applicable laws, protect our and others' rights, resolve disputes or enforce our legal terms or policies, to the extent permitted under applicable law.

Data Breach Notification

In case we suspect that the security or privacy of the donor's data was compromised, we will inform them within the timeframe required by applicable laws and regulations.

Use of Funds

Women First, Inc. will inform donors of its mission, of the way the organization will use donated resources and of its capacity to use donations effectively for their intended purposes. Donors will be informed of the identity of those serving in Women First, Inc. leadership positions, including those in service on the Women First, Inc. Board of Directors. Donors may expect Women First, Inc.



leadership to exercise prudent judgment in its stewardship responsibilities. Finally, donors will be assured that their donation is handled with respect and with confidentiality.

Acknowledging Donations

Women First, Inc. strives to ensure that all donations will be acknowledged. Donors may request acknowledgment of their donation as needed for personal financial needs. All donors will receive appropriate acknowledgment in an orderly, timely and effective manner from Women First, Inc. leadership.

Notification of changes

The Women First, Inc. Donor Privacy Policy is subject to change. We will publish those changes as they occur so that our donors are always aware of what information we collect and how we use it.

Your rights and choices

Where applicable law requires (and subject to any relevant exceptions under law), donors may have the right to access, update, change, delete, restrict processing of personal information or stop record processing for direct marketing.

Donors can access, update, change or delete personal information by contacting us at info@womenfirstfund.org to request the required changes. They can also elect not to receive marketing communications by contacting us at the same email address. For technical reasons, there may be a delay in deleting donor's personal information from our systems.

Contact us

Contact Women First, Inc. about this Donor Privacy Policy if you have questions or wish to exercise your rights as listed above (e.g., obtaining access to your data, to be removed from the Women First, Inc. contact lists), please contact us via one or more ways listed below:

Mailing Address:
Women First International Fund
125 Park Avenue, 25th Floor
New York, NY 10017 USA

Email: info@womenfirstfund.org
Phone: +1 (212) 213-0622

Approved: January 21, 2021