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# Privacy Policy

**We do not sell information about you.**

## **Privacy Notice to Dq{ u( 'I k n'Enwdu'qhVweuqp''Ipe0\*DI EV+Donors, Volunteers, Customers and Employees**

As our donor, volunteer, customer or employee, you have a right to know how we protect the privacy of the personal information you share with us. We believe your knowledge of our privacy principles and practices will confirm the trust you have placed in us.

### **What Personal or Corporate Information Do We Collect?**

The type of information that we collect includes:

- Information you provide on a check or letterhead.
- Information about your business and/or history with us.
- Information you provide on an application or other form (for example, name, address, social security number, or income)
- Information from credit reporting agencies and information to verify employment or income.
- Information we get from other sources such as your website and other organizations to verify your status and reputation in the community.

Most of the information we collect is obtained from you. We collect information needed only to service and administer your business with us.

### **How Do We Use and Disclose Your Information?**

The main use of your information is to confirm your identity in the course of business that we perform at your request, to record gifts and contributions, to record and track volunteer hours to consider you for employment.

If necessary, we disclose information when it is required by law. An example is a routine filing to the Internal Revenue Service. We may also disclose certain information to other entities to help us report or prevent fraud. Examples are reports to a regulatory or law enforcement agency.

BGCT will not share or sell a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. BGCT will only share or sell personal information after you given permission to do so.

### **How Do We Protect the Security of Your Information?**

Our policy is to maintain physical, electronic, and procedural safeguards to protect the confidentiality of your information. Access to this information is available only to those people who need to know it in order to service your business. Should your relationship with us end, we will continue to follow the privacy policies described in this notice to the extent that we retain information about you. If we no longer need to retain that information, we will dispose of it in a secure manner.

### **Do You Need to Do Anything?**

It is not necessary for you to take any action. This is because we do not sell or share your information except to service the business you have requested from us. You do not need to “opt-out” or “opt-in” as you may have done with other organizations.