

**The Center for Wooden Boats (CWB)
Donor/Member/Visitor Bill of Rights**

*(adapted from Association of Fundraising Professionals
Donor Bill of Rights 1993)*

CWB will –

- I. Keep you informed of CWB's mission, the way CWB uses donated resources, and CWB's capacity to use donations effectively for their intended purposes.
- II. Keep you informed of the identity of those serving on the CWB's Board of Trustees, and expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. Provide you with access to CWB's most recent financial statements.
- IV. Use your donation for the purpose you specify.
- V. Provide you with appropriate acknowledgment and recognition.
- VI. Handle your personal and donation information with respect and confidentiality, utilizing that information only to support internal CWB programming; and provide you with the opportunity to review and correct information gathered during your interactions with CWB.
- VII. Be professional in relationships with other organizations.
- VIII. Tell you, when seeking your support, if you are hearing from a volunteer, CWB employee or a hired solicitor.
- IX. Never share your contact information (e.g., via a mailing list), and we will provide you the opportunity to and respect your request to keep your donation activity anonymous.
- X. Provide prompt, truthful and forthright answers at any time to questions you have about your donation activity.

General Privacy Policy

1. Questions about CWB's Private Policy

We recognize you may be concerned about the information you provide to us, and how we treat that information. You can read more about CWB's policy below. In addition, if you have questions about our Privacy Policy, please contact:

Executive Director
The Center for Wooden Boats
1010 Valley St
Seattle WA 98109
206-382-2628
cwb@cwb.org

This privacy policy applies to collection of information, including information collected on CWB's website. By submitting your information to CWB 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.

2. Information Policy

CWB respects and protects the privacy of your personally identifiable data, such as names, addresses, zip/postal codes, e-mail addresses, etc. Personally identifiable information is collected in a number of ways, such as during a donation transaction or a volunteer application.

-CWB does not sell, trade, or share your personal information, collected on the website or through any other business activities with anyone else.

-CWB does not send you mailings on behalf of other organizations.

-CWB collects payment information, billing address and other information necessary to complete a financial transaction.

-CWB may use personal information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other transaction. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

In order to provide you with prompt communication about our programs and activities, CWB strives to maintain accurate personal information data. If you would like to review information we have about you, please contact us via postal mail at the above address or email cwb@cwb.org. CWB will correct information that is inaccurate.

3. Opt-Out

You may opt-out of having your personal information used by CWB to send correspondence or information by contacting CWB at the above postal address or email address.

CWB respects requests to have public acknowledgements listed as “anonymous”.

4. Disclosure

At times, CWB may be required by law or legal process to disclose information about you to others. CWB may also disclose information about you if it believes that disclosure is necessary for the public interest and/or safety.

CWB does not knowingly solicit personal information from children or send them requests for personal information.

5. Security

-Electronic information

Our website has industry standard security measures in place to protect the loss, misuse, and alteration of the information under our control. Because we care about the safety and security of your online transactions, we use high-grade encryption and the https security protocol which is the industry standard security protocol. This makes it difficult for anyone else to intercept the credit card information you send to us. Companies we work with to process credit card transaction also use high-grade encryption and security protocols.

-Hardcopy information

CWB respects the confidentiality of your personal information. Discarded papers showing personal information are placed in a locked shredding box, emptied only by a contracted, bonded paper security company. Paper items with credit card numbers written down are either shredded or the number obliterated.

Even though CWB takes all reasonable steps to protect your personal and financial information, it cannot and does not guarantee its confidentiality or security.

6. Privacy Policy Updates

We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the bottom of this Privacy Policy. For changes to this policy that may be materially less restrictive on our use or disclosure of your personally identifiable information, we will obtain your consent before implementing the change by sending a notice to your primary email address and home address specified in our records and by placing a prominent notice on our website.

(For more information specific to CWB's website/electronic privacy policy, click [here](#))