

THE SCHOOL FOR FIELD STUDIES (SFS) DONOR PRIVACY POLICY

Updated: May 5, 2026

At The School for Field Studies (SFS), we value the trust our donors place in us and are committed to protecting the privacy of their personal information. This Donor Privacy Policy explains how we collect, use, and safeguard the information provided by our donors, and reflects our commitment to responsible stewardship of that information.

1. Information We Collect

We collect the following types of information from our donors:

- **Contact Information:** Name, mailing address, email address, phone number.
- **Donation Information:** Donation amount, date of donation, method of payment (e.g., credit card, check, online payment).
- **Payment Information:** Credit card number, expiration date, and security code (collected securely through our payment processor). We do *not* store your full credit card information on our servers.
- **Other Information:** Information you voluntarily provide to us, such as information provided in connection with a specific fundraising campaign, event registration, or grant application.

2. How We Use Your Information

We use your information for the following purposes:

- **Processing Donations:** To process your donations and issue tax receipts.
- **Communication:** To send you donation acknowledgments, thank you letters, newsletters, event invitations, and other communications about SFS and our programs.
- **Relationship Management:** To manage our donor database, track your giving history, and tailor our communications to your interests.
- **Internal Analysis:** To analyze giving trends and improve our fundraising efforts.
- **Compliance:** To comply with legal and regulatory requirements.

3. How We Protect Your Information

We take the security of your personal information seriously. We implement a variety of security measures to protect your information from unauthorized access, use, or disclosure. These measures include:

- **Secure Payment Processing:** We use a secure, PCI DSS-compliant payment processor to handle credit card transactions.
- **Data Encryption:** We encrypt sensitive data, such as credit card numbers, during transmission.
- **Access Controls:** We restrict access to your personal information to authorized personnel only.
- **Data Storage Security:** We store your data on secure servers and employ industry-standard security practices.
- **Data Retention:** We retain donor information only as long as necessary to fulfill legal, accounting, and operational requirements, including processing and acknowledging gifts, maintaining accurate contribution records, complying with tax and audit obligations, honoring donor communication preferences, and managing our ongoing relationship with donors. When donor information is no longer needed for these purposes, SFS will securely delete, anonymize, or otherwise dispose of the information in accordance with applicable laws, record-retention requirements, and internal data management practices.
- **Regular Security Audits:** We conduct regular security audits to ensure our systems are secure.
- **Security Response:** In the event of a data breach involving personal information, SFS will notify affected individuals and appropriate authorities in accordance with applicable laws.

4. Sharing Your Information

We do *not* sell, rent, or trade your personal information to other organizations or individuals. We may share your information with the following parties:

- **Service Providers:** We may share your information with trusted service providers who perform services on our behalf, such as payment processors, email marketing platforms, and mailing houses. These service providers are contractually obligated to protect your information and use it only for the purposes we specify.
- **Legal Requirements:** We may disclose your information if required by law, such as in response to a subpoena or court order.
- **Consent:** We may share your information with your consent.



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5. Your Choices

You have the following choices regarding your personal information:

- **Opt-Out of Communications:** You can opt-out of receiving email communications from us at any time by clicking the "unsubscribe" link at the bottom of our emails. Unsubscribing will remove you from all future email communications. You can also contact us directly to opt-out of other types of communications.
- **Review and Update Your Information:** You can review and update your contact information by contacting us at the address or email address below.
- **Access to Information:** You may request information about the personal data we hold about you and how it is used.
- **Anonymous Giving:** Donors may request to remain anonymous, and SFS will honor requests to limit or omit public recognition of contributions.
- **Request Deletion of Your Information:** You can request that we delete your personal information, subject to certain legal and record-keeping requirements.

6. Cookies and Tracking Technologies

We may use cookies and other tracking technologies on our website to collect information about your browsing activity. This information helps us improve our website and tailor our communications to your interests. You can control cookies through your browser settings.

7. Changes to this Policy

We may update this Donor Privacy Policy from time to time. We will post any changes on our website and update the "Effective Date" at the top of the policy. We encourage you to review this policy periodically.

8. Privacy of Minors

SFS does not knowingly collect personal information from individuals under the age of 13. If we become aware that we have inadvertently collected such information, we will take immediate steps to delete it.

9. Contact Us

If you have any questions or concerns about this Donor Privacy Policy, please contact:

Michael Girsch, Director of Advancement & Alumni Relations
E: Giving@fieldstudies.org; T: 978-380-4795

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