

Donor Privacy Policy

Friends of Armand Bayou Montessori School (the "**Non-Profit**") is committed to protecting the privacy of our donors and the personal information you may share with the Non-Profit or that the Non-Profit holds. The Non-Profit values our donors' trust and recognizes that maintaining this trust requires the charity to be transparent and accountable to our supporters and the public at all times. This Donor Privacy Policy (the "**Policy**") describes the information collected about our donors and the Non-Profit's practices for using, maintaining, protecting, and disclosing that information. For more information about the Non-Profit's commitment to privacy, please see our general PRIVACY POLICY.

1. Information Collected and Maintained. The Non-Profit collects and maintains personal information that you, our donors, provide to us when you: Contact us by email, in person, or via our website, register for an event, make a contribution, either on our website, at a special event, over the phone, or by mailing in a check, or navigate through our website.

From time to time, we may collect personal information from you in ways not described above, subject to your express approval.

2. Types of Information. The Non-Profit collects and maintains the following types of information about our donors:

(a) Personal information, including contact information, such as name, address, email, and telephone number; giving information, including types and amounts of donations and credit card information. We utilize secure transaction methods when collecting credit card information over the internet. The Non-Profit does not disclose credit card account information provided by our donors, except for the proper processing of donations; information on events attended; or any other information provided by the donor to the Non-Profit, such as public comments or posts on the Non-Profit's website.

(b) Non-personal information that does not personally identify you, including information that is anonymized, aggregated, or publicly available when not combined with non-publicly available information about you.

(c) Information about your equipment, browsing actions, and patterns, including information automatically collected through technical methods such as cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may refuse to accept browser cookies by activating the appropriate setting on your browser. However, if you select this setting, you may be unable to access certain parts of our website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to our website.

3. Confidentiality. All information about any financial and non-financial transactions between you and the Non-Profit is considered highly confidential and we employ appropriate security measures designed to protect it. While the information is kept confidential, it is shared with the Non-Profit's board members, staff, volunteers, and professionals on a need-to-know basis and in compliance with all laws and regulations.

4. Use of Personal Information. The Non-Profit collects and maintains personal information to:

(a) ___ Establish a relationship and communicate with you about the Non-Profit, including our programs, special events, and funding needs.

(b) ___ Learn about our donors and what matters to you.

(c) ___ Process donations and event registrations and issue tax receipts.

(d) ___ Comply with all laws and regulations, including reporting requirements.

(e) ___ Plan future fundraising activities and events.

(f) ___ Analyze giving patterns.

(g) ___ Solicit feedback from you by conducting surveys.

The Non-Profit uses industry standard safeguards to protect your personal information against the unauthorized access, use, alteration, or destruction of your personal information. The Non-Profit will not share, sell, or exchange your personal information with any other entity for third-party fundraising or marketing purposes. To the extent that a third-party service provider is used to process any donations, the provider is bound by strict confidentiality rules, and your information will only be used to the extent necessary to process the donation.

5. Communications. The Non-Profit will from time to time communicate with you, including by telephone, text, email, and mail, concerning the Non-Profit's charitable activities, events, and requests for future support.

6. Records Retention and Destruction. The Non-Profit complies with all Internal Revenue Service, state, and local regulations and the Non-Profit's internal policies governing the retention, management, and destruction of donor information collected and maintained by the Non-Profit.

7. Accessing and Correcting Your Personal Information. You can review and request changes to the personal information that the Non-Profit has collected about you by emailing the Non-Profit at info@friendsofabms.org.

Last reviewed: 03/24/2026