

Donor Privacy Policy

Step Up For Students is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors understand how donor information will be used.

Contact Information

Step Up For Students collects and uses various information from donors, including: amount donated, address, telephone number, donor comments and e-mail address. Tax laws and other regulations in the United States and the State of Florida require Step Up For Students to keep contact information and contribution histories of donors on file.

Step Up For Students uses donor information to understand donors' needs and provide excellent service. Step Up For Students will never sell, trade, rent or share names, e-mail or mail addresses, or telephone numbers of our donors, unless released for publication. At your request, we will list the name of your firm along with our other donors on our website and in printed marketing materials.

Step Up For Students will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of Step Up For Students
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

Properly anonymized donor information is used for promotional and fundraising activities. Step Up For Students allows donors the option to have their name publicly associated with their donation. Donors may always remain anonymous.

The company does disclose donor information in response to subpoenas, warrants, court orders, levies, attachments, orders of a court-appointed receiver or other comparable legal processes.

As with any organization, it is possible that Step Up For Students could merge or be acquired by another company. If such an acquisition occurs, the successor company would have access to the information maintained by Step Up For Students, including donor information. The successor company would continue to be bound by this Privacy Policy.

Financial Information

All access to donor financial information is strictly limited to the professional staff of Step Up For Students whose job requires them to process this data for the purposes described above. No such data is given to any staff member who does not need to access those data. Donor records are

kept in a secure file cabinet and as part of an internally maintained donor database that is housed in a secure environment.

We share information with our independent auditors so they may conduct our annual financial and compliance audit.

To accept contributions via credit card, Step Up For Students uses accredited online payment processing services with world-class security and data privacy policies. Unless requested by the donor for the purpose of processing recurring donations, Step Up For Students does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

Information Requests and Policy Changes

It is our desire to not send unwanted mail or information about Step Up For Students to our donors. Please advise if you would like to be added to our mailing list. If you have comments, questions or wish to request information regarding our donor privacy policy, please send us an email at info@stepupforstudents.org, write to Step Up For Students, P.O. Box 1670, Tampa, FL, 33601, or call us at (866) 344-9553.

Step Up For Students reserves the right to revise and update this Privacy Policy at any time. Any such revisions will be effective on the date of posting to the Site. Your use of the Site following any such revisions will be deemed your acceptance of such revisions. Please periodically visit this page to review the current policies with regard to Information.