Purpose: The purpose of this policy is to state the position of The Lovett School on donor confidentiality and will guide the actions of Lovett employees, volunteers, contractors and authorized representatives.

Policy:
The Lovett School places the highest priority on protecting the privacy of our donors, and holds all donor information in strict confidence. The Lovett School does not and will not sell or trade a donor’s personal information to any other entity.

How Donor Information is Used
Donor information is used to complete a transaction, generate gift receipts and communicate with the donor as to Lovett updates and events. Donor records are also used for internal analysis, and record keeping. Credit card numbers are used for donation or payment processing and are not retained for any reason.

Donor Recognition
Donor contributions may be publicized in donor recognition vehicles produced by the School, including print, spoken and/or web-based media. If donors do not wish their names to appear in these venues, they may notify the Development Office.