

DONOR BILL OF RIGHTS

Heart Consciousness Church dba Harbin Hot Springs
is a 501(c)3 non-profit organization. Our EIN # is 23-7422390.

Heart Consciousness Church, dba Harbin Hot Springs values the support of our donors and respects the discretion and complexity of decisions regarding charitable giving.

Our commitment is to provide donors with the options that best meet their charitable giving needs and abilities, as well as advance our transparent, primary mission driven goals for fundraising, via the following policy for our donors:

- 1.) To be informed of **Harbin Hot Springs** mission, of the way that **Harbin Hot Springs** intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- 2.) To be informed of the identity of those serving on the **Harbin Hot Springs** Board of Directors, and to expect the Board to exercise prudent judgement in its stewardship responsibilities.
- 3.) To have access to **Harbin Hot Springs** Board approved financial information, available on www.guidestar.org or by request.
- 4.) To be assured your gifts are for the purposes for which they were given.
- 5.) To receive appropriate acknowledgement and recognition.
- 6.) To be assured that information about your donation is handled with the utmost respect and with confidentiality to the extent provided by law.
- 7.) To have the opportunity for your name(s) to be deleted from our mailing lists.
- 8.) To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

PERSONAL INFORMATION

“Personal Information” is information that identifies you personally such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us. Here are some examples of ways in which we may collect your information:

- When you request information via one of our email addresses on our website or otherwise contact us in person, by phone, mail or email with a question, we may collect your name, address, email and relationship in order to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event.
- We may collect your name, email address, telephone number and payment information when you make a contribution, either on our website, over the phone or by mail.

USE AND DISCLOSURE OF PERSONAL INFORMATION

- We will not sell, rent, trade, or share your personal information that we have collected.
- We will not send you mailings on behalf of other organizations.

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- We will collect payment information, billing address and other information necessary to process a donation or event registration.
- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights or act in urgent circumstances to protect the personal safety of others.
- 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.
- All access to donor financial information is strictly limited to those within the organization who need to process that information, and have signed a legally appropriate non-disclosure agreement, to ensure your privacy is protected.

We do not disclose your personal information to any outside parties, other than described above for your protection. Further, we will not sell, rent or trade any of your personally identifiable information to any outside parties.

You have the right to review information that we have collected about you. To review that information, please contact us in writing at: **Harbin Hot Springs** P.O. Box 782, Middletown, CA 95461 (Due to our small staff, we do request a written request. We will endeavor to respond to any questions by email or phone, but to ensure your questions(s) are responded to formally, a written request is required).

Updated: 12/03/18