



Grand Teton Music Festival (the "Festival") is committed to respecting the privacy of our donors.

The Festival provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

### **Information Collected**

Here are the types of donor information that we collect and maintain:

- Contact information: Your name, names of spouses and/or family members also involved in the organization, organization or business name (if applicable), complete address, phone number, and email address.
- Donation history and payment information: credit card number and expiration date, and billing information. (Credit card information is only collected at a donor's request to facilitate payments and donations. The information is not saved in our database).
- Shipping information: Name and complete address.
- Information concerning how you heard about the Festival: How you have heard of the Festival, your volunteer or issue interests, and any volunteer involvement with the organization.
- Information you wish to share: Including questions, comments, and suggestions.

### **How Information is Used**

The Festival uses your information to understand your interests and provide you with timely information about concerts, special events and presentations, programs and Festival news. It is the policy of the Festival that patron information is available to staff and board members on a strict "need-to-know" basis. No staff or board member shall disclose any information pertaining to our patrons during or after the term of his or her employment or service. This includes names, addresses, phone numbers, donation history, or other information.

### **Sharing Contact Information**

It is the Festival's policy to never give lists of our patron's to other organizations or individuals without consent.

Specifically, we use your information to help you complete a transaction, communicate with you, and update you on the Festival's programs. Credit card numbers are used only for secure donation or payment processing and are not retained for any other purpose. We use the comments you offer to provide you with information requested, and we take each recommendation seriously.

### **No Sharing of Personal Information**

The Festival will not sell, rent or lease your personal information to other organizations or individuals. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of the Festival and only to further the activities and purposes of the Festival.

### **Removing Your Name From Our Mailing List**

Please contact us at [gtmpf@gtmpf.org](mailto:gtmpf@gtmpf.org) or call 307-733-3050 if you wish to be removed from our mailing list.

### **Contacting Us**

If you have comments or questions about our donor privacy policy, please email Anna Mattson, Director of Development, [anna@gtmpf.org](mailto:anna@gtmpf.org) or call 307-732-9967.