Lutheran Elementary School Association’s Donor Privacy Policy

***Your privacy is critically important to us at the Lutheran Elementary School Association (LESA).*** *A*ll information about donors and donations is handled with respect and confidentiality. We understand the importance of protecting the privacy of personal information, especially in today’s increasingly electronic environment. We respect and protect the privacy of our donors and adhere to the following guidelines, which are subject to change as needed.

Donor information is collected through check, cash or credit card transactions received through the U.S. Postal Service, in person, or through voluntary online transactions or telephone transactions. The information collected is restricted to processing and recording the gift, i.e. name, address, phone number, and email; and giving information. We do not exchange, share, lend, rent or sell our donor lists unless we are legally required to do so.

Donor information is used to complete the transaction, record the donation, generate the appropriate tax receipt, and to appropriately acknowledge each gift donation. Donor records are also used for general record keeping and internal analysis. Access to donor information within the Lutheran Elementary School Association is limited to staff or volunteers with a need to know and confidentially agreements are used with all staff or volunteers handling donor transactions. Employees and volunteers of the Lutheran Elementary School Association are not permitted to use information gathered in the process of seeking and receiving donations for any purpose other than to carry out the services they are performing for the benefit of the Lutheran Elementary School Association’s members and mission.

Donors that provide contact information such as postal address, email address or telephone number may be periodically contacted through these methods. Contact may be related to donations or requests from the donor. The donor may also receive mailings about the Lutheran Elementary School Association, its programs, or about upcoming events. Donors may opt out of this kind of contact by contacting the Director of Fund Development and Marketing.

Email Opt-Out: the Lutheran Elementary School Association communicates with donors on a regular basis via email. We provide the ability to opt-out at the bottom of every email sent. Email Opt-In/Choice: By default, donors who supply an email address are opted-in to the Lutheran Elementary School Association emails. If you have opted-out of the Lutheran Elementary School Association emails and wish to opt-in again, you may do so by contacting the Director of Fund Development and Marketing.

Our commitment to data security: To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect. When a donation is made online, a secure connection is established and the donor’s information is encrypted. The secure connection is maintained until the transaction is completed or terminated.

Donor Recognition: the Lutheran Elementary School Association is pleased to provide donors with recognition for their gifts through a written gift acknowledgement. However, a donor may choose to waive this recognition and make a gift anonymously. Please contact the Director of Fund Development and Marketing if you would like your gift to be anonymous.

If you have comments or questions regarding the Lutheran Elementary School Association’s Donor Privacy Policy, contact the Director of Fund Development and Marketing at info@lesastl.org or by calling 314-200-0797.