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## DONOR PRIVACY POLICY

The American Theatre Wing is committed to respecting the privacy of donors. The types of donor information we collect and maintain are as follows:

- Contact and gift information
- Information on events attended, publications received, and comments, suggestions, or requests made by the donor

We believe in safeguarding personal information and ensuring that donor privacy is protected. We protect your information in the following ways:

- We safeguard, according to high standards of security and confidentiality, any information our members and donors share with us.
- We will permit only a limited number of authorized employees, who are trained in the proper handling of donor information, to have access to that information.
- The companies we work with to process credit card transactions use high-grade encryption and security protocols.
- We will not sell or rent our donor lists for commercial purposes.

This is how we use your information, and how you can limit its use:

- Your name, address, and any other information will be used only by the American Theatre Wing to keep you informed of our activities including our programs, special events, and funding needs. If at any time you choose not to receive these communications, you may contact us and we will remove your name from our mailing list.
- The American Theatre Wing publishes a list of the names of donors on our website. We respect all donor requests to remain anonymous: you may request that your name not be listed.
- We may, on rare occasions, facilitate membership or program offers from other non-profit organizations with solid credentials, who in turn facilitate membership offers from the American Theatre Wing. These non-profit organizations are not permitted to retain your information unless you specifically express an interest in supporting their services.
- At least once annually, we tell donors how they may remove their names from such offers or from our mailing list. We strictly honor these requests.

If you have questions or comments about The American Theatre Wing's donor-privacy policy, please email [development@americantheatrewing.org](mailto:development@americantheatrewing.org) or call 212-765-0606.