

## **Privacy Policy**

**Operation Stars & Stripes, Inc.,** pledges to not disclose the contact information of those we support (hereafter referred to as "grantee") nor donor information to third parties, <u>except where required by laws or regulations</u>, e.g., disclosure to the Internal Revenue Service. This policy pertains to our website <u>www.operationstarsandstripes.com</u> and our related social media sites.

During the normal course of business, we collect grantee and / or donor information as follows:

- Grantee
  - Name, address (personal and / or deployment address), email address, phone number, items requested, personal preferences and marital and family status, and
- Donor
  - ~ Name, address, email address, phone number, level of donation.

Grantee information is collected only to support our efforts to prepare and send individualized care packages or to provide support and encouragement to grantee families while the grantee is deployed.

Donor information is collected only to support our efforts to provide donation receipts and to request further support at a future date.

We commit to the following:

- We do not sell grantee or donor information to third parties.
- We do not share grantee or donor information with outside parties.
- We safeguard grantee or donor information carefully through policies, procedures and technology.
- We require all volunteers, officers, directors and members to honor our bylaws, code of conduct and volunteer
  etiquette policies which includes standards for protecting grantee and donor information. We further restrict donor
  information access to only our officers and directors and only on an as needed basis.
- We use standard industry technology on our website to safeguard grantee or donor information.
- We encourage grantees and donors to individually consider his / her level of privacy comfort when posting / responding to us on our related social media sites.
- We maintain policies and procedures covering the proper physical security and destruction of records.

Should you have questions about this, or other confidentiality policies, please contact us at <a href="mailto:InfoOss@aol.com">InfoOss@aol.com</a> or 770-509-1156.

Created: January 23, 2010