



## Keep Houston Beautiful Donor Privacy Policy

### ***Policy:***

The Houston Clean City Commission, Inc. and its d.b.a. Keep Houston Beautiful (KHB) will endeavor to take all necessary precautions to protect your privacy and any information which you might voluntarily provide to KHB through our Web site at URL [www.houstonbeautiful.org](http://www.houstonbeautiful.org).

For the purposes of the Privacy Policy, "personal information" means information about an identifiable individual (such as name, phone number, email and credit card information).

### ***Procedure:***

**Information We Collect:** KHB collects public information (name, address, city, state, zip code, phone number, and/or fax number and place of work) on current and past donors, people who have attended a special event, request information and use our web services. In talking to individuals who want to make a charitable gift to KHB, we only collect that information that will enable us to be of assistance in carrying out the transaction requested or authorized.

The information we collect is used to relay news and information about events and happenings at KHB and to improve the content of our Web site. The information is solely for our internal purposes and will never be given to an outside organization. We maintain and manage our database of donor and volunteer information. If, at any time, you do not wish to receive correspondence from us, either through mail, email or phone, please contact us at the information listed below. We will ensure your name is removed from any correspondence lists.

KHB takes reasonable steps to protect your personal information against unauthorized access and to maintain the accuracy and proper use of the information by means of appropriate physical, technical and organizational measures. All online transactions and contributions on our Web site occur through a safe, private, and secure system that protects the individual's personal information. All of our employees, volunteers and service providers are required to comply with the terms of this Privacy Policy and are required to keep confidential the information they have access to when performing their duties. All of our systems are protected by a firewall and all users are required to use a password.

Our Web site may contain links to other organizations for the users' conveniences. If you use these links, you will leave the KHB Web site. We encourage you to read the privacy statements of any of the Web sites you may enter. This privacy policy only applies to the KHB Web site.

All information that is provided to Keep Houston Beautiful (KHB) will not otherwise be disclosed to entities outside of KHB without the approval of the individual. KHB recognizes the growing concerns regarding personal privacy on the Internet and is committed to establishing and maintaining your trust with regard to use of our website. This policy statement is to assure you that KHB has endeavored to take all necessary precautions to protect your privacy and any information which you might provide to KHB through our website.

Donors have access to all information in their file. If you have questions, need to contact us, or update your information, please contact:

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