

## Donor Privacy Policy – Bean’s Cafe, Inc.

Bean’s Cafe, Inc. (herein referred to as Bean’s Cafe) is committed to our mission of feeding the hungry and homeless in our committee. We value any and all contributions made to our organization and respect the privacy of our donors. We maintain the following policies to ensure that donor information will not be shared with any third party.

The types of donor information that it collects and maintains are as follows:

- Contact information: name, address, telephone number and email address;
- Giving information;
- Information on events attended, publications received and special requests for program information;
- Information provided by the donor in the form of comments and suggestions

### How we use that information

Bean’s Cafe uses donors’ information to understand their interests in its mission and to update them on the organization’s plans and activities. It is shared with staff, board members, volunteers and consultants only on a “need-to-know” basis. No such data are given to any person, organization or group who does not need to access those data.

We will not sell, share or trade our donors' names or personal information with any other entity, nor send mailings to our donors on behalf of other organizations. This policy applies to all information received by Bean’s Cafe, both online and offline, on any Platform, as well as any electronic, written, or oral communications. To the extent any donations are processed through a third-party service provider, our donors’ information will only be used for purposes necessary to process the donation.

Those who do not wish to be included on a mailing list should contact Bean’s Cafe to have their names removed.

### Anonymous Donations

You can send anonymous donations simply by sending a money order to us at the address below. *If you do not give your name and address we will be unable to send you a tax-deductible receipt.* You may also send us a check or credit card information and request that your name be anonymous and not published. You may also request that we not add you to our mailing list or ask for further donations, and we will honor your request.

You can mail your donation to:

Bean’s Cafe  
PO Box 100940  
Anchorage, AK 99510

We make every effort to ensure the accuracy of our donor database. Please contact Brandon Barsness at [bbarsness@beanscafe.org](mailto:bbarsness@beanscafe.org) or 907-433-8601 if you would like us to update, correct or remove your personal information.

For more information regarding our donor privacy policy, please contact Melissa Webber, Marketing & Outreach Manager, at [mwebber@beanscafe.org](mailto:mwebber@beanscafe.org) or 907-433-8603.