



## PRIVACY POLICY

**PURPOSE:** Protecting the privacy of alumni, friends and donors of the Lock Haven University Foundation.

**CREDIT CARD INFORMATION:** The Lock Haven University Foundation (“Foundation”) requires personal information when a credit card is used to make a gift or any type of payment either online or by submitting documents containing credit card information. The Foundation understands that sharing such information is of concern to many people. The information obtained via a credit card transaction is only used for the purpose of correctly processing the transaction.

If a payment is made online, the credit card transaction is handled by a third party processor. The Foundation does not receive or retain any credit card information. Only information reasonably necessary is required, indicated by bold typeface. All other information requested is optional.

If credit card information is provided to a caller or remitted via the postal service, upon receipt of that information, privacy is guaranteed. The information will be used only to process the contribution or payment requested. Upon completion of the transaction, all paperwork will be shredded. A receipt will be provided for verification of the contribution or payment.

**DONOR INFORMATION:** The Foundation adheres to the Donor Bill of Rights policy developed by the Council for Advancement and Support of Education, the American Association of Fund-Raising Counsel, the Association for Healthcare Philanthropy, and the National Society of Fund Raising Executives.

Occasionally, alumni, friends and donor contact information will be provided to select vendors who support our mission or provide special benefits (such as discounts on their products or services) to our donors and friends. An alumnus, friend or donor may opt out of this benefit by contacting the Lock Haven University Alumni Office at [lhualum@lhup.edu](mailto:lhualum@lhup.edu).

**GENERAL:** This policy may be updated occasionally. All revisions will be posted to the Foundation website at [www.lhufoundation.org](http://www.lhufoundation.org). A revised Privacy Policy will apply only to data collected subsequent to its effective date.