Boys & Girls Club of Truckee Meadows believes in the protection of personal information and ensuring that donor privacy is maintained. We will use your personal information to keep you informed of our activities, special events and funding needs. We respect all donor requests to remain anonymous. We will always provide an “opt-out” procedure, for donors and others who receive such materials to request that their names be deleted from similar mailings, faxes or electronic communications in the future. You may also contact BGCTM at any time and we will gladly remove your name from our mailing list.

Sharing of Donor’s Information
- BGCTM will not sell, trade, rent or exchange its donor list and donor’s personal information with any other organization.
- BGCTM will not sell, trade, or exchange any donor lists from any Boys & Girls Clubs.

Collection of Data
We collect personal data through event registration, email subscription, online donation services, postal mail, phone and prospecting research. We only collect this information when users submit it voluntarily. If a user prefers not to submit such information online, they may contact BGCTM to determine an appropriate channel to transmit this information.

- From these services, we may collect your first name, last name, email address, company, position, secondary email address, address, city, state, zip code, and phone numbers (home, work, or mobile). We may collect event-specific information pertaining to your attendance, meal preferences and guests. We may collect the name and email of a spouse, contributor or foundation that you provide to receive recognition for a gift. This confidential information is kept on file for IRS purposes.
- Donor information is maintained in a password protected, secured database. Only authorized personnel have access to this information and only for appropriate business purposes. This information is shared with board members and authorized staff, only on a confidential and need-to-know basis.
- Boys & Girls Club of Truckee Meadows (BGCTM) is committed to complying fully with the Children’s Online Privacy Protection Act of 1998. BGCTM does not intend to collect personal information from children under the age of 13. While we encourage children to visit our site and learn more about our programs, we recommend, however, that parents approve and closely supervise the activity of their children at this and all other online sites.

Online Security and Enforcement
- We operate secure data networks protected by industry standard firewall and password protection policies. Our security and privacy policies are periodically reviewed and enhanced as necessary. Only authorized individuals have access to the information provided by our donors.
  - **IP addresses-** BGCTM may also collect IP addresses, domain names, and similar items regarding users of this site to measure the number of visits, pages visited, average time spent on this site, and similar items. BGCTM may also use IP addresses to diagnose problems with our server, to administer our website and for statistical metrics used to track website visitor traffic.

- An operator shall ensure that the program complies with all applicable confidentiality and recordkeeping provisions set forth in 42 C.F.R. Part 2, 45 C.F.R. Parts 160, 162 and 164, NRS 458.055 and any other applicable confidentiality laws pertaining to the services provided by the program.
In the event of a conflict in the confidentiality requirements set forth in C.F.R. Part, 45 C.F.R. Parts 160, 162 and 164, NRS 458. 055 and any other applicable confidentiality laws, the more restrictive law will apply.