



CDP
CONGRESSIONAL
DISTRICT PROGRAMS

Empowering People to Help People

Privacy Policy

Date Updated: June 2009

Congressional District Programs (CDP) is committed to preserving your privacy and safeguarding your credit card and other sensitive personal information. The following statement describes the general information-gathering and usage practices of our web site and donation services.

Collecting personal information through our online "Donate to a Program" service:

When you make a donation to a program at CDP that is using the **Donate to a Program** button, CDP collects a variety of personal information about you in order to properly process your donation. This personal information may include: name, address, phone, email address, your credit card information, "acknowledgement" or "in memory of" information, and donation amount. CDP shares personal (excluding credit card or payment) information with the Program Manager(s) at CDP to which you have designated your donation. The Program Manager(s) may retain this information in their database of supporters.

We strongly encourage these programs not to share your personal information without your knowledge or permission; however, this information is subject to their policies and practices and is not controlled by CDP. Please review the privacy policy of a particular CDP program before making a donation. In some cases, you may have the option to make your donation anonymously. If you choose this option, CDP will not share any of your personal contact information with the recipient CDP program.

When you choose to support a program with your donation, CDP will use your information to provide you with a charitable receipt for tax purposes if your donation is \$250 or more. This is in accordance with IRS regulations. For donations less than \$250, you may use your billing statement for tax purposes. Remember, your billing statement will indicate a charge from CDP and not the specific name of the program at CDP. It is unlikely that CDP will need to contact you but we reserve the right in the event that we need to verify your personal information. If you contact us by email or phone, we may ask you to verify your personal information so that we may respond to your inquiry.

When making a donation to a program at CDP using the online **Donate to a Program** service, donors may be asked to check a box to "receive email updates" from that program. The Program Manager will receive that information and may choose to send email updates to the donor.

CDP does not retain credit card information. CDP uses Authorize.net (a credit card processing company) to process donations. This third-party company does not retain, share, store, or use personally identifiable information for any secondary purposes.

If a donor selects "I want to make a recurring donation," you will be registering to make a credit card donation weekly, monthly, quarterly, or annually. After you complete this initial donation, future donations will be made automatically. You will receive an email receipt from CDP for each recurring donation. You will be able to cancel your recurring donation at any time in the future. Donors can call our offices at 703-536-8708, or they may send an email requesting assistance to info@cdprograms.org.

Collecting Personal Information for CDP Applications:

When you submit an **Application to Begin a Program at CDP** CDP collects your personal and organizational information such as: name, address, email address, organization name, employer ID/social security number, credit card number, etc. We collect this information so that we can process set-up fees and to carefully screen programs for our **Donate to a Program** to ensure that their programmatic work meets the scope of our vision statement. We may contact an applicant to verify information. The set-up fees are

processed through a third-party credit card processing company. This company does not retain, share, store, or use personally identifiable information for any secondary purposes. Program Managers can log into their password protected "Login" section on the CDP web site to update any personally identifiable information.

When you register for one of our Training Workshops, we collect your personal and organizational information such as: name, address, email address, phone number, etc. This information is collected and fees are processed through an event registration vendor who shares the information with CDP. This company does not retain, share, store, or use personally identifiable information for any secondary purposes.

Links:

CDP provides links to other web sites as a resource for those who are interested in additional giving opportunities. We encourage you to view their privacy policies as well. Once you click on any of these links to outside web site, any information you share with these web sites is subject to their respective policies and practices and is independent of CDP.

Cookies:

CDP uses "session cookies" while a visitor is making a donation using the CDP **Donate to a Program** button. "Cookies" are bits of information that are stored by your browser on your hard drive. We use "session cookies" so that we can properly verify a donor's identity as they move from one donation page to the next. For our programs, we also use "session cookies" and "persistent cookies" in addition to verifying personal information, so that we can provide secure access to donor information. These session cookies are not linked to personally identifiable information.

Web log files:

Like most web site administrators we use log files that record information such as Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and page navigation. We gather this information to track web site visitor movement in the aggregate, and to gather broad demographic information for aggregate use. Our goal in gathering this information is to learn how our customers and the public are using our service. IP addresses that are recorded by our log files are not linked to personally identifiable information.

Protecting personal information:

CDP takes every precaution to protect donor information. When donors submit sensitive information via our web site, their information is protected both online and off-line. When a form asks donors to enter sensitive information (such as credit card number or address), the information is encrypted and is protected with the best encryption software in the industry - SSL. While on a secure page, such as a donation form, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked.

Our free monthly eNewsletter:

CDP offers its own free monthly eNewsletter that it sends out to donors, program directors and other interested individuals. Program directors are automatically added to this monthly eNewsletter, and other individuals opt-in to subscribe on the CDP web site or through personal contact. Subscribers may choose to unsubscribe at any time and unsubscribe information is located at the bottom of each eNewsletter. Individuals who donate to programs online through the CDP **Donate to a Program** service are not subscribed to this monthly eNewsletter.

Complying with the judicial or legal system:

Though CDP makes every effort to preserve donor and customer privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on our organization.

Changes to our privacy policy:

If we decide to change our privacy policy, we will post those changes to our website, to this privacy statement, and to other places we deem appropriate so our donors and program directors are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users via email. This policy is subject to change without notification.

Contacting CDP:

CDP works hard to ensure that your giving experience is positive. If you have any questions about this privacy statement, the practices of CDP, or have questions about any of our CDP programs, please contact:

Customer Support
Congressional District Programs
6201 Leesburg Pike, Suite 403
Falls Church, VA 22044

Email: info@cdprograms.org
Tel: 703.536.8708
Fax: 703.820.5100