

Donor Privacy Statement

Glenwood School for Boys and Girls respects the privacy of our donors. We created our donor privacy statement to inform donors how personal information will be used. Our privacy statement exists to ensure our donors that their information will not be shared with a third party.

Information Collection

Glenwood collects and uses personal information from donors including:

- Contact: name, company name, job title, complete address, telephone number, email address, family relationships
- Donation: credit card number and expiration date, amount donated, donor comments and suggestions, maintenance of giving history
- Direct mail: Individuals and companies that contribute to Glenwood will automatically receive periodic direct mail including, but not limited to annual reports, newsletters, event invitations and mailings associated with the original donation (a Camp Getschow donor will receive camp mailings) unless a donor asks to be removed from the mailing and/or email lists
- Glenwood uses donor information to better serve our constituents. We work to provide donors with the best service by ensuring that they receive only appropriate and occasional contact
- Glenwood collects donations via online, mail, and at events
- Donor information is kept on file for IRS purposes and is also used by Glenwood's development department to analyze overall giving patterns in order to make more accurate budget projections

Information Use

Glenwood will never publish, sell, trade, rent or share names (unless released for our publication), email addresses, mail addresses or telephone numbers of our donors. Glenwood will ONLY use donor contact information (address, telephone number and email address) for the following purposes:

- Distribute receipts for donations
- Thank donors for their donations
- Inform donors about upcoming fundraising and events
- Internal analysis, record keeping and budget projections
- Reporting to relevant U.S. and state agencies (these reports are not for public inspection)
- Contact donors about changes to this statement

Donor information is used for promotional and fundraising activities (invitations, programs, annual report, etc.). Donors are given the option of not being publicly associated with their donation by choosing to remain "anonymous" when making a contribution.

Financial Information

All access to donor information is strictly limited to Glenwood staff and consultants who need to process the data. No unnecessary person, group or organization will need to access such data.

All credit card information is entered online through a secure page, sent to Glenwood and processed by our staff. Once an online donation is submitted secure measures are in place to ensure that a donor's credit card information is not compromised.

Donations to Glenwood go to a bank lockbox, which provides the highest level of security and confidentiality.

Contact Us

If you have any questions about Glenwood's Donor Statement or if you wish to be removed from our email/mail contact lists, please email Crystal Phillips, Director of Annual Fundraising and Communications, at cphillips@glenwoodschool.org or call Crystal Phillips at 708-756-5102.

Donations can be sent to:

Glenwood School for Boys and Girls
500 W. 187th Street
Glenwood, IL 60425