

Donor Privacy Policy

BestPrep is an independent, nonprofit organization. Every dollar raised comes through donations from business, foundations, individuals, association, and special events.

BestPrep respects the privacy of its donors and has put in place a Donor Privacy Policy to honor these rights.

Donor Information

When it is voluntarily provided to us, BestPrep maintains donor information including:

- Contact information such as name, address, telephone number and e-mail 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

BestPrep will respect a constituent's wish to be contacted only as the constituent stipulates. The constituent will be flagged and removed from routine communication if so stipulated. In the absence of such stipulation, BestPrep retains the right to contact donors with information related to gifts, acknowledgements or for future relationship building. BestPrep will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by its Board of Directors. Oral requests will be reduced to writing by BestPrep's staff and maintained with written requests. BestPrep will maintain records of such requests as required for legal or liability purposes.

This confidential information is kept on file for IRS purposes. It is also used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with staff, board members, volunteers and consultants only on a confidential and need-to-know basis.

Donor Bill of Rights

BestPrep subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these

rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

List Sharing

BestPrep does not sell, rent, or trade its donor list with any other organization. BestPrep never sends mailings on behalf of other organizations.

Discontinuing Contact Upon Request

It is the policy of BestPrep to communicate with donors according to their expressed preferences whenever possible. BestPrep will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

BestPrep shall maintain a record of all requests by persons who indicate to BestPrep or its professional fundraiser that they do not wish to be contacted by or on behalf of BestPrep.

This policy does not prohibit contact by an individual or group voluntarily soliciting on behalf of BestPrep, even if the person being contacted has requested to be placed on the "do not contact list."

Upon a person's (or a person's authorized representative's) request that BestPrep discontinue further contacts, the person's name and address will be promptly modified in BestPrep's donor database to ensure that no further contact is made with the person. BestPrep will also take steps to ensure that no further contact is made with the individual and that the person's name is removed from any external databases or records under BestPrep's control.

Permanent Record: BestPrep will maintain an electronic record of all requests for discontinuance of contacts, effective with the adoption of this policy by BestPrep's board of directors. Oral requests will be noted in writing by the staff of BestPrep and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by BestPrep to the extent necessary for legal or liability purposes.

Internet Protocol Address:

We collect an IP address from all visitors to our Site. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, administer our Site, analyze trends, track users' movement, gather broad demographic information for aggregate use in order for us to improve the site, and deliver customized, personalized content. IP addresses are not linked to personally identifiable information.

Use of "Cookies":

Our Site may use cookies to enhance your experience while using our Site. Cookies are pieces of information that some Web sites transfer to the computer that is browsing that Web site and are used for record-keeping purposes at many Web sites. Use of cookies makes Web-surfing easier by performing certain functions such as saving your passwords, your personal preferences regarding your use of the particular Web site and to make sure you don't see the same ad repeatedly. Many consider the use of cookies to be an industry standard.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our Site will not function properly when you view them.

Security:

All information provided to BestPrep is transmitted using SSL (Secure Socket Layer) encryption. SSL is a proven coding system that lets your browser automatically encrypt, or scramble, data before you send it to us. We also protect account information by placing it on a secure portion of our Site that is only accessible by certain qualified employees of BestPrep. Unfortunately, however, no data transmission over the Internet is 100% secure. While we strive to protect your information, we

cannot ensure or warrant the security of such information.

Other Web Sites:

Our Site contains links to other Web sites. Please note that when you click on one of these links, you are entering another Web site for which BestPrep has no responsibility. We encourage you to read the privacy statements on all such sites as their policies may be different than ours.

Contacting the Web Site:

If you have any questions about this Privacy Policy, the practices of this Site, or your dealings with this Site, please contact:

BestPrep

7100 Northland Circle North, Suite 402

Brooklyn Park, MN 55428

763-398-0090

info@bestprep.org