

Joseph's Coat, Inc.

DONOR FINANCIAL SECURITY AND PRIVACY POLICY

Joseph's Coat recognizes the importance of protecting the financial and personal information that we collect from our donors. Our policy is to use the information for internal purposes only, and we maintain appropriate security measures to keep private all the information about our donors and their financial contributions.

Our electronic donor database is populated with each donor's name, address and amounts of financial donations. This confidential financial and personal information is stored on a password-protected file. Only authorized personnel have the password. Backup of this file is provided by SOS and is stored on their server. Donors are removed from our mailing list upon request. See our Policy on Discontinuing Contact Upon Request.

Checks received by Joseph's Coat, whether sent through the US Postal Service or delivered in person, are photocopied for our records and kept in a locked file cabinet. Only authorized personnel have access to the keys for the locked cabinet. PayPal is used for donations made online at www.josephscoatmn.org. Joseph's Coat does not receive any credit card information.

Joseph's Coat does not share any private personal or financial information with third parties.

Adopted by majority of the Board of Directors of Joseph's Coat, Inc. this 21st day of March, 2013.