



The TEP Foundation, Inc. — Donor Privacy Policy

Effective Date: 12/12/25

The TEP Foundation, Inc. (“the Foundation”) is committed to maintaining the trust and confidence of our donors and supporters. We respect your privacy and recognize that donors deserve to have their personal information handled with the highest level of care. This Donor Privacy Policy explains how we collect, use, protect, and share donor information.

1. Information We Collect

The Foundation may collect and maintain the following types of donor information:

- **Personal contact information:** name, address, phone number, email.
- **Donation information:** amounts donated, payment method, dates of transactions.
- **Donor preferences:** communication preferences, anonymity requests, event participation.
- **Non-personal information:** aggregated or statistical data used internally to improve fundraising.

We do **not** collect sensitive financial information such as full credit card numbers; all online donations are processed through secure third-party platforms that comply with PCI-DSS security standards.

2. How We Use Donor Information

Donor information is used only for legitimate Foundation functions, including:

- Processing and recording donations.
- Sending acknowledgments and tax receipts.

- Communicating organizational updates, newsletters, and impact reports.
- Engaging in routine fundraising and stewardship activities.
- Complying with legal and tax requirements.

We do **not** use donor information for commercial purposes.

3. How We Protect Donor Information

The Foundation maintains administrative, physical, and technical safeguards designed to protect donor information from unauthorized access, alteration, disclosure, or destruction. Only authorized personnel and volunteers with a legitimate need to know have access to donor data.

4. Donor Information Sharing Policy

The TEP Foundation, Inc. will **not sell, rent, trade, or share** donor personal information with any third party.

We may share donor information only under the following limited circumstances:

1. **With service providers** who assist with donation processing, mailing, event registration, or other fundraising functions — and only to the extent necessary for them to perform their work.
2. **As required by law**, such as responding to a subpoena, audit, or governmental request.
3. **With donor consent**, including explicit permission to publicly recognize a donor or list them in publications.

Donors may request to **remain anonymous**, and the Foundation will honor this request in all public materials.

5. Donor Recognition

Unless anonymity is requested, donors may be acknowledged in Foundation publications, newsletters, honor rolls, or event materials. Donor gift amounts may be recognized in giving tiers but not linked to specific dollar figures unless the donor consents.

6. Opt-Out and Preference Management

Donors may request at any time to:

- Opt out of receiving communications.
- Update their contact information.
- Request anonymity for current or future gifts.
- Review what information we have collected about them.

To make changes, donors may contact:

The TEP Foundation, Inc.

Email: Murray@mngllccpa.com (*Treasurer, Murray N. Greenberg, CPA*)

Mailing Address: 326 Lancaster Ave Suite 210, Haverford, PA 19041

Phone: +1 (610) 200-6033

7. Retention of Donor Records

The Foundation retains donor information only as long as necessary to fulfill legal, accounting, and operational obligations. Records no longer required are securely destroyed.

8. Changes to This Policy

The Foundation reserves the right to update this Donor Privacy Policy. Any significant changes will be communicated via our website or direct donor outreach.

9. Acceptance of This Policy

Donors who provide personal information to the Foundation acknowledge and accept the practices described in this policy.