



814 N Kentucky Avenue
Lakeland, FL 33801
Tel: 863.687.8475

Donor Privacy Policy

Last Updated Aug. 2023

Talbot House Ministries places the utmost emphasis on maintaining the trust and confidence of its donors, prospective donors, sponsors, grantors and other partners, employees, and volunteers. This policy provides transparency as to expectations for the collection, use, and protection of information provided to us (“Donor-Related Information”).

As a donor submitting personally identifying information (“Donor-Related Information”) to Talbot House Ministries, its staff, or volunteers, you consent to the terms and conditions of the policy and to our processing and use of Donor-Related Information for the purposes stated below.

Donor-Related Information

“Donor-Related Information” includes information that identifies you personally or information related to your charitable giving which is voluntarily provided to us. Donor-Related Information includes contact information such as your name, organization/company affiliation, title, addresses, phone numbers, and email addresses, date of birth, family members, and emergency contact.

Donation and payment information includes the amount(s) donated, date(s) of donation(s), methods, credit card or debit card numbers, expiration dates, security codes, billing addresses, and other information related to your charitable giving. Talbot House Ministries also collects and maintains information on events attended, publications received, volunteer information, donor requests, comments, suggestions, and other communications.

Protecting the confidentiality of Donor-Related Information is an essential part of the work done by Talbot House Ministries. All Donor-Related Information is handled on a confidential basis unless otherwise disclosed in this Policy or except as disclosed when the Donor-Related Information is provided to Talbot House Ministries. All Talbot House employees and volunteers granted access to Donor-Related Information sign a confidentiality pledge and are expected to always demonstrate professionalism, good judgement, and care to avoid unauthorized or inadvertent disclosures of Donor-Related Information. From time to time, we may collect personal information from you in ways not described above.





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Use and Disclosure of Donor-Related Information

Except as described in this policy, Talbot House Ministries does not otherwise disclose Donor-Related Information to any third parties, and we never sell, rent, lease, or exchange personal information with other organizations. The use of Donor-Related Information is limited to internal purposes at Talbot House Ministries by authorized individuals, and to advance development efforts such as stewardship activities and appeals that require Donor-Related Information.

We will not send you mailings on behalf of other organizations.

We will collect payment information, billing address and other information necessary to process a donation or event registration.

We will use your information to comply with all federal and state laws or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us.

We will also use your information to maintain records of donations, to respond to donor inquiries, for IRS or audit purposes, to analyze overall giving patterns, to issue donation acknowledgements, to communicate on behalf of the organization, to organize and promote fundraising events, and to analyze our website performance.

Our contractors and service providers sometimes have limited access to Donor-Related Information while providing products or services related to gift processing and acknowledgements. Such access is subject to confidentiality obligations covering this information. Access to Donor-Related Information by these contractors and service providers is limited to the information reasonably necessary for the contractor or service provider to perform its limited function for us. For example, donations may be processed through a third-party service provider, and our donors' information will be shared with such service providers to the extent necessary to process the donation.

We have established and implemented reasonable and appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorized access, maintain data security, and ensure the proper use of Donor-Related Information. When payment information (such as a credit card number) is transmitted to other websites, it is protected using encryption, such as the Secure Socket Layer (SSL) protocol. Credit card numbers are not retained by Talbot House Ministries once processed.





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We will use Donor-Related Information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a gift, event registration or other donation. If you use a credit or debit card on the website, we may use card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

Although we have implemented reasonable and appropriate measures to safeguard against unauthorized disclosure of Donor-Related Information, our security measures may not prevent all losses and we cannot ensure that information will never be disclosed in a manner that is inconsistent with this policy. In the event of such security failures or disclosures in contravention of this policy, Talbot House Ministries will provide notice in a timely manner. Talbot House Ministries is not responsible for any damages or liabilities resulting from such unauthorized disclosures.

You have the right to review information that we have collected about you. To review that information please contact us in writing.

Publication of Donor Names

Unless otherwise requested by the donor, the names of all individual donors may be printed in Talbot House Ministries reports and other internal and external communications. Talbot House Ministries will not publish the exact amounts of a donor's gift without permission of the donor, although it may include the donor's name in a listing by general dollar amount ranges (e.g., Donations under \$5,000).

Memorial/Tribute Gifts

The names of donors of memorial or tribute gifts may be released to the honoree, next of kin, appropriate member of the immediate family, or executor of the estate unless otherwise specified by the donor. Gift amounts are not released without the consent of the donor or as required by law.

Anonymous Gifts

When a donor requests that a gift or fund be treated as anonymous, the donor's wishes will be honored outside of our own internal records.

Changes to the Privacy Policy

We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the top of this Privacy Policy.





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Removing Your Name From Our Mailing List

Donors and prospective donors may unsubscribe from our email, mailing, or phone lists at any time. If you determine that information in our database is inaccurate or it has changed, we encourage you to notify us to modify your personal information by emailing assist@talbothouse.net or calling (863) 687-8475.

State of Florida Fundraising Notice

Per the Solicitation of Contributions Act, Chapter 496, Florida Statutes, Talbot House Ministries' registration number is CH4105. Talbot House Ministries of Lakeland, Inc. is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code. We do not retain any professional solicitors; therefore, 100% of your contribution goes to Talbot House Ministries.

A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free (800) 435-7352 within the state or online at www.FloridaConsumerHelp.com. Registration does not imply endorsement, approval, or recommendation by the state. Talbot House Ministries' federal tax ID number is 59-2151802.

