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Donor Privacy Statement

The Career Transitions Center of Chicago is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party. CTC will not sell or trade its donors' personal or contact information (e-mail or mail addresses, or telephone numbers of our donors) with anyone else, nor will they send mailings on behalf of other organizations.

CTC collects and uses various information from donors that includes: amount donated, address, telephone number, donor comments and e-mail address. Tax laws in the United States and the State of Illinois require CTC to keep contact information and contribution level of donors on file.

CTC uses donor information to understand donors' needs and provide excellent service. We will list the name of your firm along with our other donors on our website and in printed marketing materials but will remove your name from the list at any time at your request. CTC will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of CTC
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

Properly anonymized donor information is used for CTC's promotional and fundraising activities. CTC allows donors the option to have their name publicly associated with their donation unless the donor explicitly chooses to remain "anonymous".

All access to donor financial information is strictly limited to professional staff of the CTC whose job requires them to process this data. No such data is given to any person, organization or group who does not need to access those data. Donor records are kept in a secure locked file cabinet.

To accept contributions via credit card, CTC uses accredited PayPal, an online payment processing services with world-class security and data privacy policies. CTC does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

It is our desire to not send unwanted mail or information about CTC to our donors. Please contact us if you wish to be removed from our mailing list. CTC uses www.verticalresponse.com to manage its email correspondence. All newsletters and donation requests include the option of unsubscribing.

If you have comments or questions about our donor privacy policy, please send us an email at ajenke@ctchicago.org or call us at (312) 906-9908.