

# Veteran Tickets Foundation Confidentiality Policy

The following Confidentiality Policy applies to all Directors, Officers, and employees of Veteran Tickets Foundation:

## Benefactors

Veteran Tickets Foundation honors the privacy and confidentiality of all beneficiaries of the Foundation and will not release any names, addresses, or phone numbers of the beneficiaries of the Foundation without written permission from the beneficiaries. The Foundation will attempt to forward e-mail requests to the beneficiaries but will not release the e-mail address to the requestor.

The Foundation will not publish pictures or names of the beneficiaries on the Foundation web site or in other Foundation publications such as brochures or newsletters without the written permission from the beneficiaries or their parents/legal guardians if the beneficiaries are under the age of 18.

## Donors

Veteran Tickets Foundation honors the privacy and confidentiality of all donors and will not release the names, addresses, telephone numbers, or e-mail addresses of donors to any outside charity or organization for the purpose of solicitation.

The personal information is collected so the Foundation may provide written substantiation to donors.

Veteran Tickets Foundation will not at any time sell or share a list of donors or sell or share the data base of donors. The Foundation uses the email addresses to answer the email we receive and to send email news about the Foundation to the donor.

Veteran Tickets Foundation expresses their appreciation to donors by listing the cumulative giving levels in published documents such as brochures and newsletters. The information listed only includes the level of cumulative giving, a name, and the company or organization if applicable. Donors that do not wish to have any of their information shared outside of the organization may contact the Foundation via e-mail, telephone, or by writing the Foundation.

The Foundation will maintain a data base of all donors and mark the file if the donor has requested their personal information not be released outside the organization. The files will be checked before any Foundation publications are released to ensure the donor information remains secure.

## Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. The data base will be maintained on a server and is not stored on any web site nor is the data base accessible from websites.

Donors that wish to review the information collected may contact the Foundation via email at [support@vettix.org](mailto:support@vettix.org), or mail at 3401 E. Turquoise Ave; Phoenix, AZ 85028.

This policy does not prevent the release of all information required by the Internal Revenue Service, applications to participate in national or state giving campaigns, or other national and state regulation