



Catalyst CT Donor Privacy Policy

Effective Date: August 25, 2026

Approved By: Board of Directors

Purpose

Catalyst CT is committed to respecting and protecting the privacy of our donors, supporters, volunteers, and community partners. We recognize that maintaining donor trust is essential to fulfilling our mission. This policy explains how Catalyst CT collects, uses, protects, and manages donor information and the choices donors have regarding their personal information.

Catalyst CT will not sell, rent, trade, or share donor information with third parties for commercial purposes.

1. Collection and Use of Donor Information

1.1 Information We Collect

Catalyst CT collects only the information necessary to process charitable contributions, maintain accurate records, meet legal and regulatory requirements, and strengthen relationships with supporters.

Information may include:

- Name
- Mailing address
- Email address
- Telephone number
- Donation amount and giving history
- Payment information processed through secure third-party vendors
- Communication preferences
- Other information voluntarily provided by the donor

1.2 How We Use Donor Information

Donor information may be used to:

- Process donations and issue tax acknowledgments
- Respond to donor inquiries
- Provide updates about Catalyst CT programs, impact, and fundraising initiatives
- Comply with legal, tax, audit, and reporting requirements
- Maintain accurate donor records
- Analyze fundraising activities and improve donor engagement

Catalyst CT will use donor information only for purposes consistent with our mission and this policy.

1.3 Donor Consent

By making a donation or providing personal information, donors consent to the collection and use of



their information as described in this policy.
Donors may modify or withdraw communication preferences at any time.

2. Confidentiality and Data Security

2.1 Confidential Treatment of Information

Donor information is considered confidential and shall be accessible only to authorized staff, board members, contractors, or volunteers whose responsibilities require such access.

2.2 Security Measures

Catalyst CT maintains reasonable administrative, technical, and physical safeguards to protect donor information from unauthorized access, disclosure, alteration, or destruction.

Security measures may include:

- Password-protected systems
- Access controls and user permissions
- Encrypted payment processing
- Secure cloud-based data storage
- Employee training on privacy and cybersecurity practices
- Regular review of data security procedures

2.3 Third-Party Service Providers

Catalyst CT may engage trusted third-party vendors to support fundraising, payment processing, donor management, communications, or other operational activities.

These vendors are required to maintain appropriate safeguards and may use donor information only for purposes authorized by Catalyst CT.

Examples may include donor management platforms, email communication services, payment processors, and mailing service providers.

2.4 Data Retention

Donor information will be retained only as long as necessary to fulfill business, legal, accounting, audit, or regulatory requirements and will be securely disposed of when no longer needed.

3. Donor Recognition and Anonymous Giving

3.1 Respect for Donor Preferences

Catalyst CT honors donors' wishes regarding recognition and public acknowledgment.

3.2 Anonymous Donations

Donors may request anonymity at any time. Catalyst CT will take reasonable steps to ensure anonymous donors are not publicly identified in publications, reports, events, websites, social media, or other recognition materials.

3.3 Public Recognition

With donor permission, Catalyst CT may publicly recognize donors through:

- Annual reports
- Newsletters

- Website acknowledgments
- Social media
- Event materials
- Other communications

Unless expressly authorized by the donor, Catalyst CT will not disclose specific gift amounts publicly.

4. Donor Communications

4.1 Communication Preferences

Donors may choose whether to receive communications regarding:

- Program updates
- Newsletters
- Event invitations
- Fundraising appeals
- Other organizational communications

4.2 Opt-Out Requests

Donors may opt out of future communications at any time by:

- Using unsubscribe links in electronic communications
- Contacting Catalyst CT directly
- Updating preferences through available donor portals or forms

Catalyst CT will honor all reasonable opt-out requests promptly.

4.3 Respectful Fundraising Practices

Catalyst CT will not engage in excessive, coercive, misleading, or intrusive fundraising practices and will respect a donor's decision to decline future solicitations.

5. Legal Compliance

Catalyst CT complies with applicable federal, state, and local laws governing charitable organizations, privacy, electronic communications, and record retention.

Donor information may be disclosed when required by:

- Court order
- Subpoena
- Government investigation
- Applicable law or regulation

Only the minimum information necessary to satisfy the legal requirement will be disclosed.

6. Donor Rights

Subject to applicable law, donors have the right to:

- Request access to their personal information maintained by Catalyst CT
- Request corrections to inaccurate information
- Update communication preferences
- Request anonymity for future recognition



- Request removal from fundraising solicitation lists where feasible and legally permissible

Requests should be submitted to Catalyst CT using the contact information below.

7. Policy Administration and Review

The President & Chief Executive Officer or designee is responsible for overseeing compliance with this policy.

This policy shall be reviewed at least annually and updated as necessary to reflect changes in law, technology, organizational practices, or risk management standards.

Material changes to this policy will be posted on Catalyst CT's website and made available upon request.

8. Contact Information

Questions regarding this policy or the handling of donor information may be directed to:

Catalyst CT

2470 Catalyst CT

Bridgeport, CT 06605

Website: <https://www.catalystct.org>

Info@catalystct.org

Statement of Commitment

Catalyst CT values the trust placed in us by our donors and supporters. We are committed to protecting personal information, honoring donor preferences, and maintaining responsible stewardship of all donor data entrusted to our organization.

Catalyst CT does not sell, rent, exchange, trade, or otherwise share donor names, contact information, or donation history with any other organization for fundraising or marketing purposes.