

## **Security of Financial Transactions**

Sheltering Wings is committed to respecting the privacy of its financial and in-kind donors, when a donation is made online, by mail, or any other method. When you make a financial or in-kind donation, you provide your name and contact information. Financial donors also provide standard payment information including, but not limited to, credit card data. We protect your information in a variety of ways, as described below.

When donors use credit cards for donations, we protect the security of credit card transactions by using PayPal for those transactions, PayPal has encryption and other security measures already in place for payment transaction security. When a written credit card number is sent to us, we enter the information into PayPal or into our Merchant Services machine and then shred the paper documents that contain credit card information. We strongly encourage all transactions to be made by the donor through our online system via our website and PayPal.

When a check donation is received the following information is entered into the Shelter's database: date, amount, and reason for the donation. The check is then stamped and sent to the bank for deposit. A copy of the check is also kept in the shelter's files for auditing purposes.

We do not and will not share, disclose, sell, give, trade or rent our donors' personal information with any other entity.