

## **Donor Confidentiality Policy**

In recognition of its obligation to respect and protect the privacy of its donors, the Cleveland Institute of Music (CIM) pledges to handle information about donations with respect and confidentiality. Donors will be informed of the Institute's mission and of the way CIM intends to use contributed resources. Contributions to CIM will be used for the purposes for which they were given.

CIM may collect personal information such as names, company names, titles, addresses, telephone numbers, fax numbers, e-mail addresses, and payment information (such as credit card numbers) from donors. By submitting personal information to CIM, the donor acknowledges that he or she has read this privacy policy, understands it, agrees to its terms and authorizes CIM to collect, use and disclose personal information pursuant to the terms of this privacy policy.

### **How We Use It**

CIM uses personal information collected from donors to respond to donor inquiries, to issue donation receipts, to help in deciding who receives future fundraising appeals, to help organize fundraising events, and to inform donors of new programs and services.

### **Who We Share It With**

CIM lists are never sold to third parties. CIM does, from time to time, share the names and mailing addresses of its donors with other worthwhile organizations. We do not, however, share telephone numbers, e-mail addresses, or any financial information about any person. If you do not want us to share your name and mailing address, please contact us by calling (216) 791-5000 or by sending an e-mail to: [donations@cim.edu](mailto:donations@cim.edu). You also may write to us at:

Cleveland Institute of Music  
Attn: Development Department  
11021 East Boulevard  
Cleveland, OH 44106

### **Your Right to Limit Contact By CIM**

You may request not to be contacted by CIM in connection with any of its programs, updates or fundraising appeals. Requests not to be contacted by CIM can be made by sending an e-mail to [donations@cim.edu](mailto:donations@cim.edu) or by calling (216) 791-5000. You may also write to us at:

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### **Donor Listing**

CIM will make every effort to list your name in donor listings in the format you prefer. If you would like to change your current listing or to make your donation anonymously, please inform us by calling (216) 791-5000 or by sending an e-mail to [donations@cim.edu](mailto:donations@cim.edu). You also may write to us at:

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**Disclaimer**

Notwithstanding other provisions of this privacy policy, CIM may disclose personal information in special cases when we find it necessary to identify, contact or bring legal action against someone who may be violating this agreement or may be causing injury to or interference with CIM, its constituents, or anyone else that could be harmed by such activities. CIM reserves the right to disclose any information to law enforcement or other parties that CIM, in its sole discretion, believes is required or appropriate in order to comply with the law.

**Contact Us**

CIM's Donor Privacy Policy may be changed or updated from time to time. If you have any questions about our Donor Privacy Policy, please contact us by calling (216) 791-5000 or by sending an e-mail to [donations@cim.edu](mailto:donations@cim.edu). You also may write to us at:

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