

***THE UNITED METHODIST STEWARDSHIP FOUNDATION  
OF CENTRAL PENNSYLVANIA***

***PRIVACY POLICY***

The Stewardship Foundation collects and maintains non-public personal information (account balances, payments, income, other personal and financial information) provided by you the donor, account or church, or obtained by us with your authorization so that we can assist you in reaching your charitable and/or financial goals. All professionals who advise donors and accounts on personal financial matters are required by federal law to inform their donors and accounts of their policies regarding privacy of non-public personal information.

We understand the importance of safeguarding this information in order to protect your privacy rights. We only use the information provided to serve the individual donor, account or church. Only employees and officers of The Stewardship Foundation who have a need to know have access to your non-public personal information. All employees and officers of The Stewardship Foundation who have access to your information are required to keep this information confidential and are subject to disciplinary action, including dismissal, if they fail to comply with that requirement.

For current donors and accounts and former donors and accounts, we do not disclose your non-public personal information to anyone, except as required by law (e.g. 1099R Form listing income from a gift annuity) or approved by you (e.g. your accountant, attorney, financial planner, broker or family members).

We do not allow anyone to use our mailing lists. If a United Methodist entity has an interest in informing you of its need, it must be approved by the Executive Director and supply the printed material to us to be included in one of our mailings.

The Stewardship Foundation maintains physical, electronic and procedural safeguards to protect your non-public personal information. These safeguards include locked offices, locked fire-resistant file cabinets, building security system, passwords to all computers; limited employee access by password to trust accounting programs and money handling; and accounting procedures recommended by our auditing firm.

Please call the Executive Director if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality services are very important to us.

***The United Methodist Stewardship Foundation of Central Pennsylvania  
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