



*Caring for the Families of Fallen and Wounded Special Operations Forces*

March 25, 2019

**Subject: Special Operations Warrior Foundation Privacy and Non- Disclosure Policy.**

### 1. Beneficiaries

- a. The Special Operations Warrior Foundation honors the privacy and confidentiality of all beneficiaries of our 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.
- b. Beneficiary information will be discussed and shared, within the Foundation staff, on a need to know basis.
- c. The Special Operations Warrior 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 minors under the age of 18.

### 2. Donors

- a. The Special Operations Warrior 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, nor will the Foundation send donor mailings on behalf of other organizations.
- b. The personal information is collected so the Foundation may provide written substantiation to donors.
- c. The Special Operations Warrior Foundation will not at any time sell or share a list of donors or sell or share the data base of donors.
- d. The Foundation uses the email addresses to answer the emails we receive and to send monthly email news about the Foundation to the donor. A donor is only sent the monthly email information if they advise the Foundation using the "sign up for our Email Newsletter" box located on our web site.



P.O. Box 89367 • Tampa, FL 33689 • Phone: (813) 805-9400 • Fax: (813) 805-0567  
Physical Address: 1137 Marbella Plaza Drive • Tampa, FL 33619  
Email: [warrior@specialops.org](mailto:warrior@specialops.org) • Website: [www.specialops.org](http://www.specialops.org)

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### 3. Security

- a. Special Operations Warrior Foundation is committed to ensuring that your personal information is secure and, as such, our database and payment processing partner employs a variety of safeguards to protect the security of your credit card transactions, as well as the data you provide to us online. Including conforming to the Payment Card Industry (PCI) latest standards (Level 2, version 3.1); this means utilization of SSL and data encryption to secure donor data, as well as performing regular vulnerability scans and penetration tests to protect against network attacks, enacting physical security measures to restrict physical access, and following policies, procedures, and staff training to secure the human interfaces.
- b. Donors that wish to review their information collected may contact the Foundation via email at [warrior@specialops.org](mailto:warrior@specialops.org), telephone 813-805-9400, or mail at P.O. Box 89367; Tampa, FL 33689.
- c. 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 regulations.
- d. All SOWF employees will annually review this policy; all Directors will annually review the policy and vote to renew the policy at the first Board meeting of each calendar year.
- e. Any organization, company, Foundation, or group of individuals, or individual who hosts a fundraising event, or establishes a business agreement using the Foundation's name or logo will be required to review and sign a Confidentiality and Non- Disclosure agreement. All employees are required to review and sign a Confidentiality and Non- Disclosure agreement when they are hired.



Clayton M. Huttmacher  
Major General, U.S. Army (Ret)  
President/CEO