



## **DONOR PRIVACY & TRANSPARENCY POLICY**

Any information (whether written or oral) that a donor furnishes or makes available to Retro Report Inc. ("RRI") in connection with the donor's gift to RRI will be used solely by RRI to accept, receive, acknowledge, record and otherwise process the gift and, except as provided below or as otherwise required by law, shall not be disclosed to anyone other than RRI or its employees, agents or advisors for any reason unless the donor's prior consent to such disclosure is obtained.

RRI does not sell or share donor information. Donors who supply RRI with their postal or email address may be contacted periodically by RRI for solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list that grants RRI permission to contact them only once per year. Donors may request to be permanently removed from RRI's mailing list by contacting the Development Department via email, phone or postal mail as follows:

**Emily Wolkoff, Donor Relations Specialist**

**Retro Report Inc.**

**633 Third Avenue – 16th Floor**

**New York, New York 10017**

**Tel: (646) 869-0722**

**Email: [ewolkoff@retroreport.com](mailto:ewolkoff@retroreport.com)**

All requests to be removed from RRI's mailing list shall be honored. Unless otherwise notified in writing, RRI may recognize a donor and the donor's contribution by various means, which may include, but are not limited to, official acknowledgment in applicable RRI marketing materials, press releases, special public events and website and social media outlets.

In addition, donor information may be made available in RRI's annual report of its activities, programs, impact and financial performance. RRI will make every effort to honor the wishes of any donor indicating that he or she chooses to give a gift anonymously.

Notwithstanding anything in this policy to the contrary, any donor who has contributed money, securities or other property valued at \$5,000 or more will be listed on Schedule B of RRI's annual tax return (Form 990-PF), copies of which must be made available to the general public upon request and may be found freely on various publicly accessed websites such as GuideStar.

In addition, RRI may disclose personal donor information in special cases when it is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with RRI, its constituents or anyone else that could be harmed. RRI reserves the right to disclose any personal donor information to law enforcement or other parties that RRI, in its sole discretion, believes is required or appropriate in order to comply with the law.

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