

## Our Commitment to Donor Privacy

Vesterheim Norwegian-American Museum respects the privacy of all our constituents. Your privacy is a priority and we go to great lengths to protect it. This privacy policy describes how we collect and use information about our donors, members and visitors. We know that you care about your information and we want you to be informed about our practices.

As a donor, member or visitor submitting personally identifying information (“personal information”) to Vesterheim Norwegian-American Museum, you consent to the terms and conditions of the policy and to our processing and use of personal information for the purposes stated below. In this policy, “Vesterheim Norwegian-American Museum” refers to our staff, board members, interns, volunteers, vendors and consultants, all of whom are bound to keep confidential information they come into contact with as a part of their assistance to Vesterheim Norwegian-American Museum.

### Personal Information

“Personal information” is information identifying you personally, such as your name, address, telephone number, and email address. We collect and store the personally identifiable information that you have provided us and continuously work to ensure the accuracy of this information over time. Here are some examples of ways in which we may collect your information:

- When you request information via one of the email addresses identified on our website or otherwise contact us in person, by phone, or by email with a question. We may then collect your name, address, phone number, and/or email in order to respond to that inquiry.
- You provide the information to us, such as when you fill out a form, make a donation, interact with us on social media, register for an event or class, or request that we update your contact information.
- From publicly available sources and select contracted vendor partners that aggregate publicly available information, such as newspaper articles, publications and employer websites, change of address databases or social media accounts.

The above list provides a sample of personal information that may be collected by Vesterheim Norwegian-American Museum. In some occasions, we may collect personal information from you in ways not described above.

### Use and Disclosure of Personal Information

We will not sell, trade, or share personal information collected in person, on the phone, on the website, or through any other business activities with anyone else. We will not send you mailings on behalf of other organizations.

We will only share your personal information if you give us specific permission to do so, except that we may identify you by name as a donor and/or member of Vesterheim Norwegian-American Museum at Vesterheim events, on our website, or in any written materials, unless you direct Vesterheim Norwegian-American Museum not to do so.

If you have made a tribute or memorial donation, the information you provided may be shared with the honoree, their family or representative, unless you request that your gift remain anonymous. Tribute notifications do not include the amount of the gift.

We may use your information to comply with the law or, when necessary, in the belief that such action is necessary to conform to the requirements of law, to comply with legal process served on us.

We may use your personal information to protect against potential fraud. We may verify the information collected in the course of processing a gift, event registration or other donation with third parties. If you use a credit or debit card on Vesterheim's website, we may use credit card authorization and fraud screening services to verify that your card information and address matches the information that you supplied to us and that the card being used has not been reported lost or stolen.

You have the right to opt out of emails, mailings, phone calls, etc. You may do so by letting Vesterheim Norwegian-American Museum know via email, phone, mail, or in person by contacting:

Diane L. Wagner  
Vesterheim Director of Development  
Email: [dwagner@vesterheim.org](mailto:dwagner@vesterheim.org)  
Phone: 563-382-9681, ext 103  
Fax: 563-382-8828

### **Changes to the Donor Privacy Policy**

This donor privacy policy may be updated or changed from time to time. We reserve the right to change this donor privacy policy. When we do, we will note the last update at the bottom of this policy.



The National Norwegian-American  
Museum and Folk Art School  
[vesterheim.org](http://vesterheim.org)

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