



Since 1980



April 22, 2010

**Subject: Special Operations Warrior Foundation Confidentiality Policy**

1. The following Confidentiality Policy applies to all Directors, Officers, and employees of the Special Operations Warrior Foundation:

**Benefactors**

a. The Warrior Foundation honors the privacy and confidentiality of all beneficiaries of the Warrior 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. The 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 under the age of 18.

**Donors**

a. The 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.

b. The personal information is collected so the Foundation may provide written substantiation to donors.

c. The 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 email we receive and to send monthly email news about the Foundation to the donor. A donor is only sent the monthly email information only if they advise us using the "sign up for our Email Newsletter" box located on the home page of our web site.

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e. The Warrior Foundation expresses their appreciation to donors by listing the cumulative giving levels in published documents such as brochures and newsletters. The information listed only includes the level of cumulative giving, a name, and the company or organization if applicable.


f. Donors that do not wish to have any of their information shared outside of the organization may contact the Foundation via e-mail, telephone, or by writing the foundation.

g. The Foundation will maintain a data base of all donors and mark the file if the donor has requested their personal information not be released outside the organization. The files will be checked before any Foundation publications are released to ensure the donor information remains secure.

h. Security. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. The data base will be maintained on a server and is not stored on any web site nor is the data base accessible from websites.

i. Donors that wish to review the 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 13483; Tampa, FL 33681.

2. 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.

  
John T. Carney Jr.  
Colonel, USAF (Ret)  
President/CEO