



Privacy Policy

The Houston Northwest Chamber of Commerce Foundation (Foundation) considers the privacy of its supporters/donors to be of prime importance. To protect the privacy of Foundation supporters, the following policies and practices have been adopted.

Information Collected

When Foundation (also includes Green Medians) supporters contact the Foundation to donate online, transmit checks or credit card information or to correspond, the following data may be collected:

- Name
- Company or Organization
- Address
- Email Address
- Phone Number
- Credit Card/Debit Card Information
- Amount Donated
- Individual Honored / In Memoriam

Use of Information

The above listed data is used to complete a transaction. This information is not shared with outside parties except to the extent necessary to complete that transaction. Credit card and debit card information received in the Foundation office is destroyed after the transaction is completed.

This data is used to transmit to the donor a letter of acknowledgement that is used to report tax-deductible donations to the IRS. In cases where the donation is made in the name of another, the Foundation communicates this gift to the family/individual being honored, if the contact information is made available.

Email addresses may be used to obtain clarifying information about the transaction or to provide communications regarding Foundation projects, but are not otherwise used or shared without the permission of the email owner. The Foundation will always provide the recipient of email an opt-out opportunity.

Data Security

To prevent unauthorized access and to maintain data accuracy and security, the Foundation, under the auspices of the Houston Northwest Chamber of Commerce has put in place physical, electronic and managerial procedures to safeguard and secure the information collected.

- Copies of customer-sensitive data (credit card #s, social security #s, etc.) are locked up when the office is not attended.
- Credit/debit card numbers are destroyed within 2 days of processing
- Computer terminals displaying secure data are not left unattended
- Only a secure online transaction system is used

Individuals can correct errors in personal data by contacting the Foundation and demonstrating the error. To protect the data of individuals and companies, the Foundation takes reasonable steps to verify identity before making corrections or granting access.

Contacting the Houston Northwest Chamber of Commerce Foundation

Questions regarding privacy policies may be directed to the Foundation at 281-440-4160 or ChamberInfo@HoustonNWChamber.org