Gentle Giants

Records Retention Policy

This Records Retention Policy applies to all record information related to donors, contributors, sponsors, and members of Gentle Giants Draft Horse Rescue (herein GGDHR). Gentle Giants Draft Horse Rescue is physically located at 17250 Old Frederick Road, Mount Airy Maryland 21771 and 2931 Woodbine Road, Woodbine Maryland 21797.

GGDHR reserves the right to modify or amend this policy at any time and for any reason. Current policy will be posted to the GGDHR website.

GGDHR guarantees that we do not share the personal records of any financial or in-kind contribution with any exterior entity, except as required for IRS reporting. Paper financial records are stored for 7 years and then securely shredded. Digital information is stored indefinitely in our private database and is not shared.

GGDHR guarantees that we will not sell, rent, or recycle a donor's email address with any list company, business or persons. GGDHR does, at times, collaboratively trade and exchange contact information with other like-minded nonprofit groups in order to expand our mutual donor base. Any donor can opt out of this exchange by simple request made by phone, email, or physical mail.

GGDHR may also collect information that donors and supporters voluntarily provide when communicating with GGDHR by email, written communication, or asking to be placed on GGDHR's email or mail list. This information, such as name, address and email, will be used solely for GGDHR's private use.

GGDHR processes its donations through several third party services, namely: PayPal, Donorsnap, Square, and QGive. All aforementioned services utilize industry-leading technology to keep donors' personal information as secure as possible.

If you have any questions or concerns about our privacy policy you may contact GGDHR at 443-285-3935, or by email at [donations@gentlegiantsdrafthorserescue.org](mailto:donations@gentlegiantsdrafthorserescue.org).