Donor Privacy Policy

Purpose
At USA Cycling Foundation we are committed to maintaining the highest level of privacy and confidentiality for our donors. This Donor Privacy Policy outlines how we collect, use, and protect donor information. It applies to all donor interactions, whether through our website, events, mailings, or other forms of communication.

As the official philanthropic partner of USA Cycling, our mission is to support and sustain the programs, athletes, and long-term goals of USA Cycling. Our donors are vital to this mission, and we are dedicated to respecting their privacy and intent.

Information We Collect
We collect and maintain the following types of donor information:

- Full name, mailing address, email address, and phone number
- Donation amount(s), date(s), and method(s)
- Payment information (credit card or bank account information, as needed for processing)
- Donor preferences, gift restrictions, and communication opt-in status
- Event participation or volunteer history, if applicable
- Any other personal or organizational details voluntarily shared by the donor

How We Use Donor Information
Donor information is used strictly to:

- Process and acknowledge donations
- Issue tax receipts and required documentation
- Publicly, recognize and thank donors (unless anonymity is requested)
- Inform donors of USA Cycling Foundation's impact, initiatives, and opportunities to give
- Invite donors to events, campaigns, or athlete engagement opportunities
- Maintain accurate donor records as required by law and best nonprofit practices
- Communicate with individual donors regarding USA Cycling Foundation matters pertaining to them

Donor Recognition and Anonymity
We may publicly recognize donors in publications, annual reports, digital platforms, or at events. However, donors may request to remain anonymous at any time. These requests will be honored fully on a going-forward basis. To request anonymity or change how your name appears in public acknowledgments, please contact us at: (719) 434 – 4222 or usacfoundation@usacycling.org.

Data Sharing and Third Parties
USA Cycling Foundation does not sell, or share donor personal information with any third party outside of our organization and its direct service providers.

We may share information with:

- USA Cycling, but only as needed for administrative or collaborative fundraising efforts, and only under strict confidentiality guidelines.

- Trusted service providers who support fundraising operations, help process donations, host events, or manage communications (e.g., donor database platforms, email services). These providers are contractually obligated to maintain confidentiality and data security.

Online and Event-Based Donations
Online donations made through our website or approved platforms are securely processed using PCI-compliant systems. Donor information submitted through these platforms is encrypted and protected. At events, donor information collected via forms, tablets, or other digital means is also subject to this Privacy Policy.

Security of Donor Information
We take reasonable technical and organizational measures to protect donor data from unauthorized access, alteration, disclosure, or destruction. Access to donor records is restricted to authorized personnel who need the information to perform job-related functions.

Opt-Out Options
Donors may request to:

- Stop receiving communications (email, mail, phone). Please note that we may need to communicate with you about previous donations or transactions.
- Review or correct their personal information
- Be removed from fundraising or event invitation lists

To make any of these requests, contact us at: (719) 434 – 4222 or usacfoundation@usacycling.org

Changes to This Policy
We reserve the right to revise this Donor Privacy Policy at any time. Updates will be posted to our website with the new effective date.

Contact Us
If you have questions or concerns about this policy or how your information is used, please contact:

USA Cycling Foundation
210 USA Cycling Point
Colorado Springs, CO 80919
(719) 434 – 4222
usacfoundation@usacycling.org
usacycling.org/foundation

Policy History

Policy Approver	Approved Date	Publication Date	Revision Summary
Board of Directors	November 7, 2025	November 7, 2025	Initial Publication