



Information Privacy Policy

2007

OUR COMMITMENT TO PRIVACY

The World Security Institute (WSI) is committed to maintaining the confidentiality, integrity, and security of personal information about our current and potential donors. We review our privacy policy annually. Our online notice is then updated to reflect any material changes.

INFORMATION WE COLLECT

Contact Information

We collect name and address data submitted to us by individuals interested in our organization, and occasionally gather such information from public databases. This information is used to mail correspondence, newsletters and other informational products, solicitations, and receipts for donations received. We also occasionally search public databases (e.g. phonebooks) for donors' telephone numbers, which, if found, may be used to contact the donor. We honor any constituent's wish to not receive mail, e-mails, or phone communications.

E-mail

We collect e-mail addresses on a voluntary basis. E-mail addresses may be used to send out information about our work and events. We regard bulk e-mail as an efficient and cost-effective channel of communication with our constituents. However, we seek to minimize the amount of e-mail we send to constituents and only WSI-approved e-mails will be sent out in bulk.

Credit Card Information

Our online forms for donations and product orders collect credit card information for payment. Your credit card transaction will be processed in a secure manner (see below) and your credit card information will not be shared with third parties.

INFORMATION SHARING

Other than the two exceptions noted below, we do not sell, rent, or otherwise share donor names or information with any firm or non-profit organization. You do not have to contact us to benefit from these protections; they apply automatically to all our donors.

Exception 1: WSI may release contact information to a third party if required by law (e.g. to police or tax authorities).

Exception 2: In very limited circumstances, WSI will share contact information with other entities for the explicit and limited purposes of facilitating a WSI initiative—such as electronically updating addresses. No gift information is shared in these circumstances. Any WSI partner who receives contact information for this purpose must have an appropriate privacy policy in place. Furthermore, WSI partners must agree to sign a Confidentiality/Non-Disclosure Agreement to which they agree to neither repurpose nor sell the contact information. Finally, WSI partners must agree to destroy all copies of contact information after the partner’s contract with the WSI has expired or terminated.

HOW WE PROTECT YOUR INFORMATION

The World Security Institute considers the strong protection of sensitive information to be a foundation of our donors’ trust and a standard practice. We employ physical, electronic, and procedural protection mechanisms to accomplish this.

We restrict access to personal information to those who require it to communicate with you, and to provide you services. Our password-protected donor database is accessible only to a small number of authorized individuals.

On-line Credit Card Transactions

All of our online credit card transactions are made through PayPal, which uses industry standard security. When you make a donation or otherwise transact with these sites, a “secure connection” is established using Secure Socket Layer (SSL) technology. SSL is a security protocol for commercial transactions on the Internet. While there is no such thing as “perfect security” on the Internet, WSI will take all commercially reasonable steps in order to insure the safety of your personal information.

CONTACT

To review information we might have about you, and to request corrections, please contact Andrew Portocarrero, our vice president for development, at 202-797-5282 or aportocarrero@worldsecurityinstitute.org.