



220 WILLOW ST • NASHVILLE, TN • 37210  
WWW.NASHVILLESTEAM.ORG

## Data Protection and Privacy Policy

### Overview and Purpose

NSPS will protect personal information and the security of all donors, sponsors, associates, employees, and applicants; and will not disseminate the parties or individuals' personal information without prior written consent other than for internal purposes. Personal information will be maintained by the Treasurer, Membership Coordinator, and Database Administrator.

The following guidelines shall be adhered to:

- Only the minimum necessary personal data should be sought by NSPS.
- Personal Information collected from donors will include: name, amount of donation, date of donation, street address, phone number, email address. Personal information of donors shall be processed and securely maintained by the Donor Database Administrator. Internally, the NSPS Treasurer will require information such as amount of donation, check number, email address and/or street address. This data will be used to generate an acknowledgement of your donation and thank you letter. It will also be used to distribute mailed or emailed media to the donor from the Donor Database Administrator, Webpage Administrator, and the News Letter Editor.
- Personal Information collected from volunteers, employees, and contractors shall be collected and maintained by the Volunteer Coordinator. This information will include: Name, street address, email address, phone number, date in good standing (referring to Donors that volunteer), date of birth, any additional information required to complete a criminal background check, and/or any additional information that may be required by state and federal law for employment. This information will be used to obtain an initial criminal background check, contacting and scheduling workers, and to verify an applicant's age.

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The **NASHVILLE STEAM PRESERVATION SOCIETY, INC.** is a 501c(3) Not-for-Profit Corporation whose mission is to preserve our history by restoring and operating relevant historic railroad equipment for the purposes of education, tourism, and goodwill to and for **METRO NASHVILLE**. [EIN: 47-5228161]

- Personal Information of all directors and management shall be maintained by the Secretary and Treasurer. This information will be required for Annual Reports and/or other Secretary of State forms, IRS form 990, and Department of Revenue forms.
- Please direct any specific questions to the appropriate maintainer of this information as described above.
- If NSPS has information about people and wishes to use it for a new purpose, NSPS is obliged to give an option to individuals to indicate whether or not they wish their information to be used for the new purpose.
- The retention of personal information will be for (7) years following the parties or individuals last contribution as a donor, associate, or employee.
- All marketing preferences should be accurately recorded and respected.

