



DONOR INFORMATION SECURITY

The Sarasota Ballet provides a secure environment for collecting donations and maintains internal controls, governing the safekeeping of all confidential donor financial and personal information. The Sarasota Ballet will not share your personal information with other individuals or organizations without your permission, including public organizations, corporations, or individuals, except when applicable by law. We do not sell, communicate, or divulge your information to any mailing lists.

Donor Privacy Policy:

The Sarasota Ballet will not share or sell a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations.

Users:

Tessitura uses a multi-layered login/security process for all users which includes a password and an encrypted token passcode which changes every 30 seconds. Both checks are required to access the database.

Donor Information:

Almost every field in Tessitura can be restricted based on an employees' role with the organization. This means that only employees with appropriate access can see names and other personal data.

Credit Card Encryption:

All credit card account number information in Tessitura is encrypted with encryption keys created using the Tessitura Security application. In order to maintain PCI DSS compliance, new encryption keys are to be created at least annually, or more often as required, for each merchant organization. To complete a transaction for an encrypted credit card number, an employee must receive the authorization (CVV) number from the Donor. Donor CVV numbers are not kept on file. Complete credit card data of patrons is not stored nor accessible to any staff member.

Data Security:

In addition to meeting or exceeding US data security standards, Tessitura is also in compliance with the more stringent European Union's new General Data Protection Regulations (GDPR). GDPR includes the ability to purging personally identifiable data and restricting access to data for protected individuals.

Tips to protect your own credit card data:

Protection of your data begins with you. At a minimum:

- Do NOT send any credit card information via email
- Check your statements regularly and review your accounts any time you have a questionable interaction with a vendor
- Use secure passwords on website (and not the same password)
- Do not store your credit card information in your browser
- Consider using an online payment system or mobile payment service like PayPal, Apple Pay, or Android Pay to keep your credit card number out of the hands of merchants
- Contact your bank or credit card issuer right away if you lose your credit card or suspect fraudulent activity

Disclaimer:

Financial information relating to online credit card transactions processed online is handled by our professional payment authorization service provider. The Sarasota Ballet is not liable for any data breaches to our service provider's stored information.

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