

Notice of Privacy Practices

Effective Date: February 15, 2023

This notice describes how information about you will be collected, used, and disclosed. **Please review it carefully and contact us *before* providing any information if you have questions or concerns.**

Who We Are; How We Collect Information About You; How We Use Your Information: Northwest Mothers Milk Bank ("NWMMB") is a nonprofit donor milk bank. It exists to safely collect and distribute human donor milk, and provides education, advocacy, and research on the topic of human breast milk donation. We must collect and share certain information about milk donors and recipients to fulfill our mission and provide our services.

Accordingly, NWMMB, through its employees and volunteers, collects data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, submission of forms available on our website (<https://www.donatemilk.org/>), and from the submission of screening materials (directly from you, or from your medical provider) that is either required by law, necessary to process milk donors, donor milk recipients, or other requests for assistance through our organization.

For example, if you would like to be a milk donor, we will typically collect the following information about you and your infant (directly and/or from your medical provider): contact information, birthdate, self-reported health and lifestyle history, verification of medical history for milk donors, and blood screening results. That information will be used for the following purposes: to evaluate if criteria has been met to become a milk donor. We will also collect the following information each time you donate: a self-reported update on health and lifestyle history.

On the other hand, if you would like to receive donor milk, we will typically collect the following information: contact information for parents and infant, including infant birthdate, completed medical prescription from health care provider documenting medical need and the medical provider contact information. In cases of financial need, more detailed medical history may be requested for an infant to access our community care programs, including chart notes and statement of medical need. That information will be used to fulfill outpatient orders based on milk availability and medical need.

What We Do Not Do With Your Information: If you provide us with information about your financial situation, medical conditions, or medical care, we will treat that information confidentially.

We do not sell or share any medical or financial information, or information regarding medical care, about you other than to provide our services. We use third parties, such as cloud storage providers, to deliver our services (and we therefore disclose information about you to them), but all such third parties are committed to treat your information confidentially.

Information We Do Not Collect: We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors except for one hit counter on the main index page (<https://www.donatemilk.org/>) that simply records the number of visitors and no other data.

Right to Use Non-Identifying Personal Information From Biographies, Letters, Notes, and Other Sources: Any pictures, stories, letters, biographies, correspondence, thank you notes, or similar items that you send to us become the exclusive property of NWMMB, and we may use those materials for any purpose including without limitation for fundraising and promotional purposes that are directly related to our mission. You will not be compensated for use of these materials.

Notwithstanding the foregoing, we will not include any identifying information from these materials (e.g., photos, addresses, phone numbers, contact information, last names, or uniquely identifiable names) without your permission.

You may specifically request that NO information you provide will be used for promotional purposes, but you must identify any requested restrictions in writing.

Changes to This Notice: We reserve the right to change the terms of this notice at any time. All changes will be effective immediately upon posting the updated notice to our website.

Contact Us: If you have any questions or concerns about our practices, please contact us using the information above, or by email (info@nwmmmb.org) or our toll-free number (800)204-4444.

Form Updated: 2.15.23