



## **DONOR PRIVACY**

### *Philosophy*

By protecting the privacy of donor information, a nonprofit helps build public trust.

### *Standard*

AFDN maintains policies to ensure the privacy of our donors. Our Donor Privacy Policy guides staff and volunteers on how they may and may not use personal donor information. Our donors have the right.

AFDN and its employees are responsible for all Donor personal information in our possession. AFDN maintain, and revise practices and procedures to ensure compliance with this Policy. Every reasonable precaution shall be taken to protect and preserve the confidentiality of our Donors' personal information. All employees are individually required to safeguard each individual Donor's personal information. All employees must abide by this Policy. Donors may notify the AFDN of a privacy-related issue or grievance by contacting the Executive Director We will provide information about our privacy procedures and investigate the complaint. If a problem is discovered during the review, we will take all appropriate steps to revamp our policies and procedures if necessary. Donor's information related to the event will be disposed of properly when it is no longer needed.

We collect Donor information for internal use only, and just to the extent required for our purposes. We obtain relevant personal information about Donors lawfully and fairly.

AFDN does not sell, trade or rent the information and contents of active Donor files to others. AFDN will not share Donor e-mail address to third parties. AFDN may share Donor postal mailing lists with other organizations for a single use. An organization that receives AFDN's mailing list must agree to strict parameters which limit the use of the data. For example:

1. The names and mailing addresses will only be used for a specific project;
2. AFDN must approve the contents of the mailing piece before it is sent to the members of our Donor list;
3. The data file containing the Donor mailing list will not be forwarded to any other person or entity except when necessary to complete the specific project;
4. No copies of any type of the data file will be made by the receiving organization; and
5. The data file of the names and addresses will be returned or destroyed when the project is completed.

The personal information in our possession shall be kept accurate and up-to-date. Donors may always correct their personal information if they believe that our records are not correct. If a Donor feels that any of our information about them is inaccurate or incomplete, the Donor has the right to ask us to change it or delete it. If a Donor's personal information is wrong in any way, AFDN will make the required changes.

AFDN will keep Donors' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as legally required. Access to Donor file materials containing personal information is restricted to AFDN Employees.

AFDN has established security procedures to protect Donors' personal information against loss, theft, unauthorized use, disclosure, or modification. These procedures will be monitored and reviewed at least annually and when needed to ensure their continued effectiveness. The safeguards employed by the AFDN include, but may not be limited to, the use of limited access storage areas, locked files, and the use of encryption, secure servers, and computer workstation passwords. Appropriate measures will be undertaken when personal information is destroyed in order to prevent access or inadvertent disclosure to any unauthorized.

1. To be informed of the way the organization uses donated resources and to be assured that gifts will be used for the purposes for which they were intended
2. To know the identity of those serving on the organization's governing board and to expect the board to exercise judgment in its stewardship responsibilities
3. To have access to the organization's most recent financial statements
4. To receive appropriate acknowledgment and recognition

5. To be assured that personal information is kept confidential and not shared with other individuals or organizations without their permission
7. To expect that all relationships with individuals representing the organization will be professional in nature
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors
9. To have the opportunity for their names to be deleted from our mailing lists
10. To ask questions about the organization and receive prompt, truthful and forthright answers