



## **DONOR PRIVACY POLICY**

### **Purpose**

This privacy policy articulates the principles, actions and beliefs of Save the Family Foundation of Arizona with regard to the information collected, retained and used related to our donors, volunteers, prospects, and affiliated agencies and organizations. This policy is intended to guide the actions of the Save the Family Foundation of Arizona employees, volunteers, contractors and authorized representatives.

This information includes:

- Personal information obtained from donors, volunteers and prospects through pledge cards, letters, surveys, applications, and other forms, in writing, in person, by telephone, or electronically (e.g. name, address, employer, birth date, credit card number, family members, interests, etc.)
- Individual information collected about donors, volunteers and prospects' present and past giving history, volunteer activity, committee service, information from public documents and reports, and any other interactions an individual may have had with Save the Family Foundation of Arizona.

### **Policy**

We value our donors, volunteers and prospects and take their privacy seriously. We will respect the privacy of the personal and organizational information that we are privileged to possess. Our commitment to respect the privacy of our supporters extends to how we obtain, use, protect and share information about them. This privacy policy is intended to be applied in conjunction with related Save the Family Foundation of Arizona policies, including, but not limited to, the Donor Bill of Rights.

### **Principles, Actions, and Beliefs**

1. We do not sell supporter information.
2. Without the supporter's consent, we do not provide their information to organizations or individuals outside Save the Family Foundation of Arizona.
3. We contractually require any person or organization providing services to Save the Family Foundation of Arizona to protect the confidentiality of supporter information.
4. We will hold strictly confidential, all information concerning donors and prospects, including names, addresses, names of beneficiaries, nature and value of estates, amounts of provisions or gifts. An exception occurs when he or she grants permission to use information relevant for referral, testimonial, example, recognition, or publicity.
5. We have procedures in place to ensure that information is available only to those employees and volunteers who need to know such information in order to fulfill our mission.
6. We educate our Board, employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information.

7. We make our best effort to comply with the expressed wishes of any supporter who requests anonymity. We will also honor all requests to omit a supporter's name from promotional materials and/or solicitation lists. Our supporters can choose to "opt out" of mailing at anytime by using the link on our website, or by calling the Development office.
8. We will collect, use and share information about our supporters among employees and volunteers only on a need-to-know basis and for the sole purpose of carrying out Save the Family Foundation of Arizona's mission.

#### **A Donor Bill of Rights**

1. The right to be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. The right to be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. The right to have access to the organization's most recent financial statements.
4. The right to be assured their gifts will be used for the purposes for which they were given.
5. The right to receive appropriate acknowledgement and recognition or to remain anonymous if desired.
6. The right to be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. The right to expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. The right to be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. The right to have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. The right to ask questions when making a donation, and to receive prompt, truthful and forthright answers.