

## **DONOR PRIVACY POLICY**

- 1) **PURPOSE:** The Siena/Francis House (SFH) understands that philanthropy is based on voluntary action for the common good. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in our organization, the Siena/Francis House declares that privacy of donor information is of preeminent importance.
- 2) **POLICY:** This Donor Privacy Policy ensures that the SFH keeps in strict confidence all personal information of donors. The SFH will never trade, share or sell a donor's personal information with anyone else, including any person, organization or entity, nor will send donor mailings on behalf of other organizations. The policy is comprehensive, as it is applicable to any and all donors to the SFH, including both online and offline donors.
- 3) **RESPONSIBILITIES:**
  - a) The Development Director has the responsibility to establish the Donor Privacy Policy and to ensure adherence to, as well as dissemination of policy to donors.
- 4) **PROCEDURES:**
  - a) SFH will publish the donor privacy policy on its website and in its twice-yearly newsletters to donors.
- 5) **FOLLOW-UP RESPONSIBILITY:** Development Director (or designee) will review and update this policy every two years.
- 6) **RECISSION:** Policy dated 2014.