

## 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, SFH declares that privacy of donor information is of preeminent importance.
- 2) **POLICY:** This Donor Privacy Policy ensures that SFH keeps in strict confidence all personal information of donors. 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, and will honor all donor requests for anonymity. The policy is comprehensive, as it is applicable to any and all donors to the SFH, including both online and offline donors.
- 3) **INFORMATION COLLECTED:** SFH collects and uses personal information from donors that include donor name, address, telephone number(s), contribution history, donor comments, and e-mail/social media addresses. Tax laws require SFH to keep contact information and contribution levels of donors on file.
- 4) **HOW INFORMATION IS USED:** SFH uses donor data to maintain records of contributions, send acknowledgments, mail year-end tax statements, send newsletters, notices, and direct mail pieces, and for internal marketing purposes. Additionally, we use this data for:
  - a) Communications, news and updates about SFH
  - b) Internal analysis and record keeping
  - c) Reporting to relevant U.S. and state agencies
  - d) Contact donors about changes to this policy.
- 5) **FINANCIAL INFORMATION:** All access to donor financial information is strictly limited to the professional staff that processes this data. No such data are given to any person, organization or group without access to that data. Online donation transactions are encrypted while in transit and are not stored by SFH. Payment information is processed directly through PayPal.
- 6) **RESPONSIBILITIES:** The Chief Development Officer has the responsibility to establish the Donor Privacy Policy and to ensure adherence to, as well as dissemination of policy to donors.
- 7) **PROCEDURES:** SFH will publish the donor privacy policy on its website, providing the link/address to stored location on the website in twice-yearly newsletters to donors.

- 8) FOLLOW-UP RESPONSIBILITY: Chief Development Officer will review and update this policy every two years.
- 9) RECISSION: Policy dated 2019