

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) **INFORMATION COLLECTED:** SFH collects and uses personal information from donors that includes donor name, address, telephone number(s), amounts donated, donor comments, 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 donations, send acknowledgements, 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 that does not need to access 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.