

# **Policy and Procedure**

## **Donor Privacy Policy**

### **Description / Purpose:**

The purpose of this policy is to assure the complete privacy of donors either typical or electronic

### **Procedure:**

**The privacy of donors shall be protected through implementation of the following procedures:**

- Donors will be asked in writing and on letters of solicitation if they wish to be publicly recognized
- Donors shall be considered as declining public recognition unless the appropriate yes / no box is checked yes.
- Donors failing to check yes / no shall not be recognized publicly
- Donors will be required to request recognition with each donation
- Donors requesting public recognition shall be called to confirm prior to posting or printing their information
- Donor recognition may be made public in the following forums:
  - Organizational website
  - Organizational newsletter
  - In organizational literature
  - Verbally during public events