

COMMUNITY ASSOCIATION FOR NASSAU BAY ENHANCEMENT, INC.

Policy: Donor Privacy

Department/Committee Affected: Governance/Fund Development

Purpose: To assure that the privacy and rights of corporate, foundation and individual donors are protected.

Policy: CANBE strives to merit respect and trust from its volunteers, corporate and foundation donors, and the general public. As such CANBE adheres to the American Association of Fund Raising Professionals guidelines for Donor's Rights..

1. All potential donors are informed of CANBE's mission and the way the organization intends to use donated resources. Donors are notified and permission requested if the intended use changes.
2. All donors are informed of the identity of those serving on the organization's Board of Trustees. The list is also available through CANBE's website and is on CANBE's letterhead.
3. Financial statements are given to anyone who requests them. Financial information is also included in the agency's annual report that is mailed to all current donors and routinely included in informational packets given to potential donors and to clients.
4. Corporate and Foundation donors are listed on the agency's letterhead, in the annual report and on the website, unless requested otherwise. Individual donors are listed in the annual report, unless requested otherwise. Other than name, no personal information is included on any of these sources.
5. When seeking donations by mail from individuals outside the organization, the donor will be given a card with a check box to inform CANBE if they do not want their name listed in the annual report or otherwise mentioned. A feature of the on-line donation system used by CANBE includes a place for an on-line donor to request that their name not be listed. An email is sent to all volunteer consultants (internal) who donate financially to CANBE, when the annual report is being prepared, requesting them to inform CANBE if they do not wish to be listed in the annual report as a donor.
6. Information about donations is to be handled with respect and confidentiality. Only information relevant to a solicitation/fundraising effort is collected and is used only to personalize a solicitation. No personal information about any donor is given to anyone outside the Development Committee. Such information is only shared with the Development Committee if the Executive Director considers it relevant to the work of the Committee.
7. A donor may review their personal information collected by CANBE by calling the Executive Director at or by coming to the office. As of the creation of this policy, the only information being collected is name, mailing address and history of giving to CANBE. This information is kept in a password-protected database accessible only by the Executive Director.
8. When seeking a donation, the relationship of the seeker to CANBE is disclosed to the potential donor. Donations are payable only to CANBE and preferably sent directly to the CANBE office (e.g. not given to an individual to bring to the office)

9. CANBE does not share its mailing lists with anyone outside the organization.
10. Upon receiving a donation, information for tax deduction, when appropriate, and a personal thank you will be sent to the donor within 72 hours.
11. A donor is entitled and encouraged to ask questions and to receive prompt, truthful and forthright answers to those questions.

Approved:

O.S.B. Mike Magnan, Secretary

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