

# Donor Privacy Policy

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Contributions from individuals, foundations, corporations, religious organizations and other institutions represent approximately 64 percent of Jeremiah Program's annual operating budget. We respect the privacy of our donors and we have a Donor Privacy Policy to honor discretion.

## Donor Information

Jeremiah collects and maintains the following types of information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and email address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

This confidential information is kept on file for IRS purposes. It is also used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with staff, board members, volunteers and consultants only on a confidential and need-to-know basis. Those who are given access to this information must first review and agree to Jeremiah's donor confidentiality policy.

## List Sharing

Jeremiah Program rarely shares names and postal addresses collected through donors' voluntary financial contributions and only with carefully selected organizations. Donors who do not want their addresses exchanged may contact us at 612-259-3039 and request that their record be classified as "do not exchange." Jeremiah will never sell, rent or exchange email addresses.

## Discontinuing Contact Upon Request

It is Jeremiah Program's policy to communicate with donors according to their expressed preferences whenever possible. Jeremiah will discontinue or change the method used to contact any person upon that person's verbal or written request to Jeremiah, any professional fundraisers we may employ, or any other agent.

Jeremiah will maintain a record of all requests by persons who indicate to Jeremiah Program, any professional fundraisers we may employ, or any other agent, that they do not wish to be contacted by or on behalf of Jeremiah.

This policy does not prohibit contact by an individual or group voluntarily soliciting on behalf of Jeremiah, even if the person being contacted has requested to be placed on the "do not contact" list.

Upon a person's (or a person's authorized representative's) request that Jeremiah discontinue further contacts, the person's name and address will be promptly modified in Jeremiah's donor database to ensure that no further contact is made with the person. Jeremiah will also take steps to ensure that no further contact is made with the individual and that the person's name is removed from any external databases or records under Jeremiah's control.

Permanent Record: Jeremiah will maintain an electronic record of all requests for discontinuance of contacts, effective with the adoption of this policy by the Governing Board of Directors. Verbal requests will be noted in writing by the staff of Jeremiah and then permanently recorded in the database. The records of persons who have made such a request will be maintained by Jeremiah to the extent necessary for legal or liability purposes.

### **The Donor Bill of Rights**

Jeremiah subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals, the Association for Healthcare Philanthropy, the Council for Advancement and Support of Education, and the Giving Institute: Leading Consultants to Non-Profits.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.