

## **Donor Privacy Policy**

Sacred Heart Community Service (SHCS) is committed to respecting the privacy of its donors. The types of donor information that SHCS collects and maintains are as follows:

- Contact information: 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
- SHCS uses this information to understand donor's interests in its mission, and update them on the organization's plans an activities. The information may be shared with staff, board members, volunteers and consultants only on a "need to know" basis

Donor information collected both online and offline is never sold nor shared to anyone. If you have any questions or concerns about our Privacy Policy or data processing, please contact us at donate@sacredheartcs.org

We reserve the right to revise this Privacy Policy at any time. Please check back regularly to see if there have been any changes to this policy, which you can determine by reviewing the Effective Date listed below. By continuing to use the Website after those changes become effective, you consent and agree to be bound by the revised Privacy Policy.

This Privacy Policy is effective as of August 25, 2016.

Sacred Heart Community Service subscribes to the Donor Bill of Rights 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. It has been endorsed by numerous organizations.

## The Donor Bill of Rights

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:

- 1. 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.
- 2. 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.
- 3. To have access to the organization's most recent financial statements.
- 4. To be assured their gifts will be used for the purposes for which they were given.
- 5. To receive appropriate acknowledgement and recognition.
- 6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- 7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- 8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- 9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- 10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.