



# Donor Privacy Policy

This document sets forth the policy and procedures that Assistance League of Greater Cincinnati (hereafter referred to as ALGC) shall follow with the use and release of a donor's contribution information. Donor contribution information may include, but is not limited to, the name of donor, address, and amount of contribution. Furthermore, this policy shall state the privacy rights of its donors, as well as, its responsibilities to the national organization and the use of this contribution information within ALGC.

## General Statements

- Unless otherwise provided below, this Donor Privacy Policy shall be provided to any donor upon request.
- Any publication or digital media that is used to solicit contributions shall contain the opportunity for the donor to request that their contribution and/or name not be published in ALGC publications, website etc.
- ALGC shall not copy, reproduce, publish, post, distribute or sell the name, personal contact information or amount of donation of donor to any individual or business without the written consent of the donor. Exceptions shall be those as disclosures required by law and those disclosures may be made without prior knowledge or consent of the donor.
- Publications, promotional items and publicity of ALGC, referred to in this document, shall include but not be limited to the following: annual report, website, brochure, social media, and video.

## Chapter Members

When a member pays annual dues, chapter members' information is added to the membership databases and rosters of ALGC. This member information is not viewable by any non-member individuals.

- A chapter member may request a copy of this **Donor Privacy Policy** from the chapter president.

## **Information Regarding the Use of Donor's Donation information**

- ALGC may publish the names and/or amounts of a donation in such publications as the annual report, website, brochure, social media, and video. Donors who do not wish to have their name and/or amount published, must check the corresponding box on contribution documentation, publication or on website form
- All donations shall be treated individually so that multiple donations from a single donor shall receive the same consideration as if each were the first donation received.
- The authorization to release or refuse the listing of the name and/or donation amount of the donor shall be in place for the fiscal year in which the donation is received. The donor may change the decision regarding the refusal to print the donor's name and/or amount but may not change the decision regarding publishing in a particular document once the donor's name and/or amount has been released. Any donation made in subsequent fiscal years shall require a new permission form to be signed.
- Members of the ALGC Executive Board, the Chapter President, and the Giftworks team requiring access to the information may view the names of donors and the donation amounts. The information obtained/viewed by those listed previously shall not be used for any other purpose than performing their committee or officer functions. Otherwise such information shall not be used for any other purpose, including soliciting additional donations. Individual donation amounts will not be provided except in the case where a specific amount is required for a sponsorship, table host, etc. Should the members of the ALGC Executive Board, the Chapter President, and Giftworks committee members use donor contribution information inconsistent with performing their officer or committee functions, that person shall no longer have access to said information for any purpose.
- Miscellaneous Other Donations to ALGC
  - Any individual, corporation or business may make a contribution to ALGC. Donations may be monetary or in-kind.
  - A donation to ALGC may be restricted or unrestricted.
  - Any restrictions shall be in writing. All restricted donations shall be used solely for the intended purpose and no other.
  - ALGC may acknowledge in-kind and goods donations through letter, e-mail or copy of receipt to donor acknowledging the donation, the details of the donation and any restrictions on the donation.

## **Rights of Donors Regarding Photographs**

- A donor's photograph will not be used at any time or in any publications without the donor's consent. However, agreeing to appear in a photograph shall imply consent. This implied consent shall apply to the name and likeness of the donor

being published in the documents described in the General Statements section above as well as a description of the amount or type of contribution given to ALGC.

- It is not necessary to obtain written or oral consent from other individuals photographed in large crowds and/or groups if the photograph is taken at any event sponsored by ALGC. Therefore, it is not necessary to provide a copy of this Donor Privacy Policy to those so appearing.
- At all times a chapter member in attendance at any event sponsored by ALGC, committee meetings, chapter visits or any fundraiser agrees that the member's name, chapter name and likeness may appear in the publications listed above in the General Statements section.

## **Record Keeping and Confidentiality**

- All financial records are maintained by ALGC. Members of the ALGC Executive Board, the Chapter President, and committee chairmen requiring access to donor information may view the names of donors and the amounts of donations when performing official business of their positions. However, the above listed members shall not use or disseminate donor information for any reason without the prior written consent of the donor and/or in performance of their duties.
- ALGC shall keep all donor information in a secure location at its office or such secure locations outside of the office as deemed necessary and appropriate.

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Adopted: February 13, 2019