

## Policy: Donor Privacy Policy

---

Issuing Department: Fund Development

Origination Date: 9/2012

Division: Resource Development

Last Review Date: 4/11/2018

Approved by:

(Name & Title) Derek Madsen, EVP of Resource Development

Approver Signature:



Approval Date: 4/13/2018

---

**1. Policy Statement:** CommonBond Communities is committed to respecting the privacy of donors and keeps donor information confidential as detailed in the Association of Fundraising Professionals' *Code of Ethical Standards* and *A Donor Bill of Rights*.

**2. Detailed Policy Statement:** CommonBond Communities collects and maintains the following types of donor information:

- 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
- Notes from meetings or conversations with donors or prospective donors

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.

CommonBond Communities does not sell, trade, or share our donors' personal or contact information with any other organization. Use of donor information will be limited to the internal purposes of the organization and only to further the program activities and purposes of CommonBond Communities.

**3. Applicability:** The Donor Privacy Policy applies to all donors and/or prospective donors and volunteers of CommonBond Communities. As stated in the Policy on Discontinuing Contact Upon Request, CommonBond Communities will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization.

**5. Contacts:** Questions or concerns about CommonBond's donor privacy policy should be directed to the Database Administrator or the EVP of Resource Development.

**6. Related Policies & References:** Discontinuing Contact Upon Request Policy, Association of Fundraising Professionals' *Code of Ethical Standards* and *A Donor Bill of Rights*.

**7. Implementation:** All members of staff, volunteers, committees and board involved in fundraising are informed of the Donor Privacy Policy.