

Dakin Pioneer Valley Humane Society

Policy on Donor Privacy

Dakin Pioneer Valley Humane Society (DPVHS) and its Board of Directors (“Board”) are committed to maintaining the rights and privacy of its donors. DPVHS has put in place this Donor Privacy Policy (“Policy” or Guidelines”) to honor this commitment.

I. **Effective Date**

- A. These Policy Guidelines shall become effective on August 22, 2016

II. **Amendment and Review**

- A. Responsibility for review of these policies and recommending amendments shall be that of the Development Committee. These guidelines shall be reviewed annually and whenever they become inconsistent with IRS regulations or other applicable state or federal laws.
- B. To amend these guidelines, a written amendment shall be prepared by the Development Committee and submitted to the Board to be placed on the agenda of the next Board meeting.

Purpose of Data Collection

- A. DPVHS collects and uses personal information such as name, address, telephone number and e-mail addresses when a donor voluntarily provides this information to us or we obtain the information through public documents and reports. DPVHS maintains a record of each donor’s giving history for IRS reporting purposes and to analyze in order to make more accurate budget projections.

Privacy Guidelines

- A. DPVHS does not share or sell any personal information of its donors with other organizations. In addition, all DPVHS agents for online transactions have guaranteed that they will not sell, rent, or trade donor’s personal information
- B. Donors may opt out of receiving any or all DPVHS communications. A donor’s preferences will be maintained on our database and will never intentionally be violated. DPVHS may contact a donor periodically (infrequently) to verify that the donor’s preferences are still in force, particularly if information has been received that suggests preference indicators that are in conflict.
- C. Personal account number information is never disclosed for any purpose.
- D. While DPVHS encourages donors to allow publication of their gifts to encourage others in the community toward philanthropy, all requests for anonymity will be respected.
- E. While the default for gifts within a given year is to be included in the Annual Report unless anonymity has been requested, no information about inclusion in a will or estate will ever be published without the donor’s active consent.

- F. Donors' names, their gifts, or their transactions with the DPVHS (such as pledges) will not be included in DPVHS materials without the specific permission of the donor.

Commitment to Donor Rights

DPVHS believes that our donors have specific rights, and will act in a fashion consistent with that belief. Donor rights are as follows:

- A. The right 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.
- B. The right 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.
- C. The right to have access to the organization's most recent financial statements.
- D. The right to be assured their gifts will be used for the purposes for which they were given.
- E. The right to receive appropriate acknowledgment and recognition or to remain anonymous if desired.
- F. The right to be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- G. The right to expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- H. The right to be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
- I. The right to have the opportunity for their names to be deleted from mailing lists.
- J. The right to feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

Situations Not Contemplated by this Policy

Should situations be encountered that are not covered by the Guidelines outlined within this Policy, the DPVHS will act in a professional manner that demonstrates ethics and integrity and protects the privacy of donors.

Updated as of August 22, 2016