

## **YouthFriends Donor Privacy Policy**

YouthFriends maintains the highest level of respect for the privacy of our donors. In furtherance of our commitment to honor your rights, we have developed this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use your personal information.

### ***What information we collect:***

YouthFriends collects and uses various information from donors, including contact information, donation amount and donor comments.

### ***How information is used:***

YouthFriends uses donor information to distribute receipts for donations; thank donors for their donations; inform donors about YouthFriends activities; internal analysis and recordkeeping; and required reporting.

### ***No sharing of information:***

YouthFriends will never sell, trade, rent or share names, e-mail or mail addresses or telephone numbers of our donors without donor consent.

### ***Access to donor information:***

All access to donor financial information is strictly limited to professional staff who need to process the data. Donor personal information is securely stored in a DonorPerfect Online database that utilizes Secure Sockets Layer (SSL) encryption and various user and server-side security checks.

### ***YouthFriends also subscribes to the Donor Bill of 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.