

# **In God We Trust Foundation, Inc.**

## **Policy #13-09: Donor Privacy**

January 25, 2013

ADOPTED BY BOARD OF DIRECTORS

Donors are the most valuable resource of the charity's beneficiaries. In God We Trust Foundation, Inc. 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. This policy may be updated from time to time.

### What information we collect.

We collect and use various personal information from donors that includes: amount donated, address, telephone number, donor comments and email address. The tax laws in the United States and the State of Florida require us to keep contact information and contribution level of donors on file.

### How we use that information.

We will never publish, sell, trade, rent or share your name (unless released by you for publication), email or mail addresses, or telephone number. We will use and by donating you grant us permission to use contact information (email, telephone number and address) of donors for these four (4) purposes only:

Distribute receipts for donations  
Thank you for your donation  
Inform you about our upcoming fundraising and other activities via newsletters or such  
Internal analysis and record keeping  
Reporting to relevant U.S. and State agencies (these reports are not for public inspection)  
Contact you about changes to this policy  
Properly anonymized donor information is used for promotional and fundraising activities. We may allow donors the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" field when donating online. In all other cases the default is for staff and volunteers to assume all donations are not to be publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms are published in public lists and may be used in promotional materials while comments sent to us via email, fax or telephone are kept strictly confidential.

### Financial information

All access to donor financial information is strictly limited to professional staff who need to process those data. No such data are given to any person, organization or group who does not need to access those data. IGWT uses the services of two payment processing services: Authorize.net and PayPal. We neither store or have access to your credit card information, bank account numbers or other account data sent to those processing services. We have chosen to use these services due to their world class security and strong reputations. Checks, money orders and similar methods of payment sent to our office are handled by professional and trusted staff. Handling of these drafts

In God We Trust Foundation, Inc.

Donor Privacy

1 of 2

# **In God We Trust Foundation, Inc.**

## **Policy #13-09: Donor Privacy**

January 25, 2013

ADOPTED BY BOARD OF DIRECTORS

is always performed in the presence of at least two members of staff. However, we cannot guarantee the security of these drafts while they are in the postal system.

### Contact us.

If you have questions about this Donor Privacy Policy or if you wish to be removed from our email/postal contact lists, then please email [privacy@ingodwetrustflorida.us](mailto:privacy@ingodwetrustflorida.us) or write to In God We Trust Foundation, Inc. P.O. Box 8, Daytona Beach, FL 32115-0008.

### Donor Bill of Rights.

We subscribe to 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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

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. 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. To have access to the organization's most recent financial statements. To be assured their gifts will be used for the purposes for which they were given. To receive appropriate acknowledgment and recognition. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers. The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).