



**Series:** 1400

**Policy Number:** 1403

**Policy Name:** DONORS' RIGHT TO PRIVACY

**Origination Date:** 11/01/13

**Revision Date:** 3/20/2023 no revisions

**References:**

1. **Policy:** It is the policy of Communities Connected for Kids that the privacy of donors will be conducted in accordance with Communities Connected for Kids standards, COA standards and contract requirements.

Donors' rights to privacy will be held in the highest regard and managed through a restricted database, to which only Community Relations staff, or those appointed and supervised by Community Relations staff, will have access. A charitable donor's personal information shall not be traded, sold or otherwise exploited without express consent of the donor.

2. **Purpose:** The purpose of the Communities Connected for Kids Donors Right to Privacy Policy is to control the nonconsensual dissemination of personal information.

3. **Scope:** The policies and procedures described in this plan apply to all Communities Connected for Kids' offices.

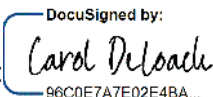
4. **Procedures:** The following procedures are to be followed:

- a) All donor personal information will be entered and maintained in a database to which access is restricted to Community Relations staff, or to those appointed and supervised by Community Relations staff.
- b) Personal information will be updated and regularly removed from the database upon request.
- c) The Community Relations Director will oversee all donor activity, including data entry and management of all donor information.

5. **Training:** All Community Relations staff and those appointed and supervised by CR staff to manage donor information will be advised of the Donors' Right to Privacy and all procedures associated with the policy.

6. **Dissemination:** A copy of this plan will be posted on the agency's Internet website and internal Intranet for all employees to view.

7. **Revisions:** This plan will be updated as needed but at least annually.

Approved:  \_\_\_\_\_  
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Carol A. Deloach, CEO