

**WOMEN IN DISTRESS
DEVELOPMENT POLICY
Title: Donor Privacy Policy**

Purpose:

Women In Distress of Broward County, Inc. (WID) is committed to protecting the privacy of its donors. We value the trust of those we deal with and of the public, and we recognize that maintaining this trust requires us to be transparent and accountable in maintaining the confidentiality of personal information. The purpose of this policy is to state the position of the organization on donor confidentiality and donor anonymity. This privacy policy statement outlines the principles that WID applies in order to ensure the confidentiality and integrity of donor information.

Collection of Information:

Reasons the organization collects, uses, and discloses personal information concerning our donors include but are not limited to:

- to establish a relationship and to communicate with donors;
- to understand who our donors are and how we may improve our services to meet their preferences and expectations;
- to process a donation, for example, to process a credit card transaction;
- to issue and deliver a donation tax receipt;
- to recognize contributions;
- to respond to requests for information;
- to meet requirements imposed by law.

If we plan to use personal information we have collected for a purpose not previously identified, we will identify and document this purpose before such use. We will make a reasonable effort to specify the identified purposes, orally or in writing, to the individual from whom the personal information is collected either at the time of collection or after collection but before use. We will state the identified purposes so that an individual can reasonably understand how the information will be used or disclosed.

Consent

Personal information will only be collected, used, or disclosed with the knowledge and consent of the individual, or as required by law.

The way in which we seek consent, including whether it is express or implied, may vary depending upon the sensitivity of the information and the reasonable expectations of the individual. An individual can withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice. We will inform individuals of any implications of withdrawing consent.

Typically, we will seek consent for the use or disclosure of information at the time of collection. In certain circumstances, consent may be sought after the information has been collected but before use (such as where we want to use information for a purpose not previously identified).

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Without verified parental notice and consent, WID will not knowingly collect personal information of children under 13 years of age, which may mean that such children are unable to use the full services of the Women In Distress website.

See website privacy policy for additional information on the COPPA (Children's Online Privacy Act).

Limiting Use, Disclosure, and Retention

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will be retained only as long as necessary to fulfill the identified purposes.

Personal information which has been used to make a decision about an individual will be retained long enough to allow the individual access to the information after the decision has been made and, in the event of an access request or a challenge, long enough to exhaust any recourse an individual may have under the law. Where personal information is no longer required to fulfill the identified purposes, it will be destroyed, erased, or made anonymous.

Publication of Donor Names

The names of all individual donors will be listed in WID's annual report and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

Women In Distress will not publish the specific amount of any donor's gift without the permission of the donor. Donors making gifts to the organization by bequest or other testamentary device are deemed to have granted such permission, unless otherwise specified.

Safeguards

We will protect personal information with safeguards appropriate to the sensitivity of the information. Our safeguards will protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification, regardless of the format in which the information is held. We will make our employees and volunteers aware of the importance of maintaining the confidentiality of personal information, and we will exercise care in the disposal or destruction of personal information to prevent unauthorized parties from gaining access to the information.

Our methods of protection will include physical measures (for example, locked filing cabinets and restricted access to offices), organizational measures (for example limiting access on a "need-to-know" basis), and technological measures (for example, the use of passwords and/or encryption).

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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.

The organization only uses online payment processing services with enhanced security and strong reputations. Women In Distress does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

Contact us

If you have questions about this Donor Privacy Policy please email Danay Pelaez, Director of Development, dpelaez@womenindistress.org

Donor Bill of Rights

Women In Distress of Broward County, Inc. subscribes 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:

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 acknowledgment and recognition.
6. To be assured that information about their donations 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.

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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).