

THE ASSOCIATION FOR COMMUNITY LIVING

*Creating Opportunities, Building Relationships, Improving Lives
for children and adults with developmental disabilities since 1952*

Title: DONOR RIGHTS AND PRIVACY POLICY

Purpose:

The following policy governs The Association For Community Living's (hereinafter referred to as "The Association") practices in ensuring the rights of donors while protecting their confidentiality.

Objectives:

1. Provide parameters within which the staff and volunteers will function in soliciting donations from, or discussing, negotiating, or executing donations with interested people.
2. Clarify for donors the policy that guides the activities of the staff and volunteers, while safeguarding the donors' interests.

Enabling Statement:

While offering opportunities for donors to make gifts in a variety of forms to support its work with the community, individuals, families, and organizations, it is the policy of The Association to protect the rights of donors and to ensure their confidentiality.

Authority:

The Association's Board of Directors assigns responsibility to the Development Committee to periodically review the Donor Rights and Privacy Policy and report on needed changes to the Board of Directors.

The Association's Development Director, in collaboration with the Executive Director, shall be responsible for overseeing the Development Program to ensure that a donor's rights and privacy are protected.

Donor Rights and Interests:

In discussing potential gifts with donors, The Association's staff and volunteers shall endeavor to serve, guide, or otherwise assist in fulfilling donors' philanthropic wishes, but shall never under any circumstances pressure or unduly persuade.

Each donor has the right to:

- Request, at any time, that his/her name be removed from The Association's lists for solicitation or recognition purposes.
- Be assured that his/her gift will be used for the purpose for which it was given.
- Have access to The Association's most recent audited financial statements.
- Be informed of the members of The Association's Board of Directors.

- Be assured that The Association has the capacity to use the donation effectively for its intended purpose.
- Be appropriately acknowledged for his/her gift.
- Be asked for his/her approval before The Association provides public recognition of his/her gift.

Donor Privacy

The Association is committed to respecting the privacy of donors.

The types of donor information that it collects and maintains are as follows:

- Contact information: name, address, telephone number(s), and email address.
- Giving information.
- Familial and professional information.
- Information on events attended, publications received, and special requests for program information.
- Information provided by the donor in the form of comments and suggestions.

The Association uses donors' information to understand their interests in its mission and to update them on The Association's plans and activities. Their information is shared with staff, board members, volunteers, and consultants only on a "need-to-know" basis.

Confidentiality:

All information concerning donors and prospective donors, including their names, addresses, telephone numbers, email addresses, names of their beneficiaries, amounts of their gifts or pledges, etc., shall be kept strictly confidential by The Association, its staff and volunteers unless permission is obtained from donors to release such information.

The Association does not sell, trade, share, or lease a donor's personal information, including donation transaction details, with any individual, organization, or business. We do not request or store sensitive information from visitors to our website, such as credit card or social security numbers.

Personal information voluntarily obtained from donors, prospects, or volunteers is held in the strictest confidence. We have procedures in place to limit access to this information to those employees and volunteers who need to know such information in order to fulfill our mission.

We educate our employees and volunteers on the importance of protecting the privacy and security of confidential organizational information.

Donors' contact information that is required by the IRS is not made available for public inspection.

Donor Input:

The Association values input from its supporters and encourages them to contact The Association with any questions or comments about this Donor Rights and Privacy Policy by any of the methods listed below:

- E-mail: donations@theassn.org
- Mail: Development Department
The Association For Community Living, Inc.
One Carando Drive, Suite 2
Springfield, MA 01104-3211
- Telephone: (413) 732-0531, ask to speak with the Director of Development
- Fax: (413) 732-1168

Approved on the _____ day of _____, 2007

Approved by Development Committee – May 7, 2007

Approved by Executive Committee – May 15, 2007

Anticipated approval by Board of Directors - May 22, 2007