



## **DONOR CONFIDENTIALITY POLICY**

**Adopted by the Board of Directors of the Foundation: June 12, 2019**

The purpose of this policy is to state the position of the BlinkNow Foundation (the "Foundation") on donor confidentiality and donor anonymity regarding gifts to the Foundation. The Foundation maintains a "no sharing policy" which means that we will not sell, share, or otherwise trade a donor's personal information for non-affiliated third-party fundraising or marketing purposes.

### **Confidentiality of Records**

The Foundation's staff is responsible for maintaining the confidentiality of records reflecting the identity or personal information of the Foundation's donors or prospective donors. The Foundation does not sell its mailing lists, and any donor may request anonymity at the time of giving and may ask to be removed from any public-facing source that identifies or recognizes our donors.

The Foundation's executives, employees, and volunteers may have access to donor information in connection with the fulfillment their duties. As a condition of their work with the Foundation, all such individuals are bound by a confidentiality agreement, which requires the safeguarding of confidential information - including donor information.

The Foundation collects, uses and discloses personal information concerning our donors for the following reasons:

- To establish a relationship and 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 (e.g. a credit card transaction)
- To issue a tax receipt
- To recognize contributions
- To meet requirements imposed by law

The Foundation's auditors are authorized to review donor and prospect records as required for the purposes for which they are engaged. Particulars of a gift will not be shared with the public without the donor's express permission.



## Publication of Donor Names

Except as to donors requesting anonymity, the names of donors, and their level of giving, may be periodically identified in the Foundation's annual report, on the Foundation's website and/or in similar public relations communications issued in conjunction with the Foundation's charitable purpose. The Foundation will not publish the specific dollar amount of any donor's gift without the permission of the donor. Donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission, unless otherwise noted.

## Honor/Memorial Gifts

The names of donors of memorial or honor gifts and the amount of donations may be released to the honorees unless otherwise specified by the donor.

## Kinds of Information

The Foundation defines "personal information" as information that can be used to distinguish, identify or contact a specific individual. It does not include publicly available information such as business contact information, names, addresses and telephone numbers as published in public sources, such as telephone directories. Credit card information is handled by a secure third-party host and used only to process payment initiated by a person contacting the Foundation. This information is not stored by the Foundation.

## Changes to the Privacy Policy

We reserve the right to change this Donor Confidentiality Policy. When we do, we will note the date of the last update at the top of the policy.

**If you have questions about this policy, please contact the Foundation's Director of Development Ashley Dittmar at [ashley@blinknow.org](mailto:ashley@blinknow.org).**

**[Click here to see the Donor Bill of Rights.](#)**