



## **Donor Privacy Policy**

At *In Our Backyard*, we value and respect the privacy of our donors. This policy outlines how we protect donor information, what information we keep confidential, and how we use donor information. By implementing this Donor Privacy Policy, we aim to maintain trust and confidence in our organization while safeguarding the privacy of our generous supporters.

### **Collection and Use of Donor Information:**

- 1.1. We collect and maintain only necessary and relevant donor information to fulfill our mission and provide donors with tax receipts, acknowledgments, and updates on our activities.
- 1.2. The information we collect may include the donor's name, contact information, donation history, and any other details voluntarily provided.
- 1.3. Donor information is used solely for internal purposes and will not be shared, sold, or rented to third parties without the donor's explicit consent, except as required by law.
- 1.4. No single person will have exclusive access to donor information, which is to be shared by the person collecting it with the Board chair, Treasurer/Accountant, and members of the Resource Development committee, and as needed with the full Board; all. All persons receiving such information must maintain its confidentiality.
- 1.5 This policy applies to all information received by In Our Backyard, both online and offline, on any Platform ('Platform', includes the In Our Backyard website), as well as any electronic, written, or oral communications.

### **Confidentiality and Security of Donor Information:**

- 2.1. All donor information will be kept confidential and accessed only by authorized personnel responsible for donor relations, fundraising, or financial administration.
- 2.2. Appropriate physical, electronic, and managerial safeguards are in place to protect donor information from unauthorized access, loss, or misuse.
- 2.3. Donor information will be stored securely and retained only for the period necessary to fulfill the purposes outlined in this policy or as required by law.
- 2.4 To the extent any donations are processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation or provide the information requested.

- We use PayPal to process donations and display the [PayPal Privacy Statement](#) on that [page](#) of our [website](#). We also accept personal and Trust checks for donations.
- We use MailChimp to distribute newsletters and other updates to individuals who have signed up to receive them. [MailChimp's Privacy Statement](#) appears on the landing page of their [website](#).

#### **Donor Recognition:**

3.1. We respect the preferences of our donors regarding public recognition and will honor any requests for anonymity or non-disclosure.

3.2. With the donor's consent, we may publicly acknowledge and express gratitude for their support through various channels such as newsletters, annual reports, websites, or social media. However, specific gift amounts will not be disclosed without explicit permission.

#### **Opt-Out and Donor Communications:**

4.1. Donors have the right to opt out of receiving future communications from our organization.

4.2. We provide clear and convenient methods for donors to manage their communication preferences, such as opting out of email newsletters or mailing lists.

4.3. We respect donor preferences and will promptly update our records to reflect any changes requested by the donor in writing.

#### **Legal Compliance:**

5.1. In the event of a legal requirement, we may disclose donor information to comply with law enforcement requests, court orders, or other legal processes.

#### **Policy Review and Updates:**

6.1. This Donor Privacy Policy will be reviewed periodically and updated as necessary to ensure it remains accurate and relevant.

6.2. Any updates to this policy will be communicated through our website or other appropriate means.

By implementing this Donor Privacy Policy, we affirm our commitment to protecting the privacy of our donors. We recognize the importance of donor trust and strive to maintain the highest standards of privacy and data security. If you have any questions or concerns regarding this policy or the handling of your donor information, please contact us directly at [info@inourbackyard-ak.org](mailto:info@inourbackyard-ak.org).

*Adopted by the Board of Directors of In Our Backyard, October 14, 2024*