3.9: Donor Privacy Policy

Section: Communications & Development (3)	**Effective Date:** September 2021
Approver: Organizational Leadership Team	**Next Review Date:** As per approved cycle
Owner: Development Director	**Revision Date(s):** n/a

Purpose

House of Friendship (HOF) uses donor information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, fundraising volunteers and consultants only on a "need-to-know" basis and only after they have signed HOF's Confidentiality Agreement/ Volunteer Waiver.

Scope

All information, both in hard copy and digital, concerning donors or prospective donors, including but not limited to their names, addresses, telephone numbers, email address, the names of their beneficiaries, method of giving, and the amount of their gift, etc., shall be kept strictly confidential by House of Friendship, its staff and volunteers, unless permission is obtained from donors to release such information.

Policy Statement(s)

House of Friendship is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

Contact information: name, personal relationships, address, telephone number and email address

- Donation information and donor preferences where indicated
- Information on events attended and special requests for program information
- Information provided by the donor in the form of relevant comments and suggestions
- Volunteerism
- As relevant, affiliations to partner organizations or communities

HOF does not share donor information with any third party.

HOF will communicate with donors via project updates, newsletters and financial appeals for example, unless the donor has opted out of receiving such communications.

Any comments or questions about the HOF's Donor Privacy Policy can be directed to HOF's Development Director.

Associated Policies, Procedures, and Forms

House of Friendship Volunteer Waiver

Form 3.9.1 HoF Confidentiality Agreement