



<b>Policy Name:</b>	<b>Donor Privacy</b>
<b>Policy Code:</b>	<b>209</b>
<b>Policy Purpose:</b>	To provide information to donors regarding how their personal information is collected and used by Rise.

## I. Overview

Rise collects and protects the personal information of donors by the procedures outlined below. Rise keeps all donor records strictly confidential unless permission is obtained from donors to release such information.

## II. Procedure

- A. This policy governs donor information collected when individuals make gifts and donations through the Rise Development Office and/or online contributions through Rise's donations portal on the rise.org website.
- B. Rise uses third-party database software to store donor information. The vendor is compliant with all government regulations pertaining to information security.
- C. Rise retains an individual's name, address, email address and phone number (when provided). Donors are added to the organization's mailing and email lists for organizational publications, announcements and fundraising appeals.
  - 1. Donors have the option to opt-out of future contact from Rise, as outlined in the "Discontinuing Donor Contact" policy, available to donors on rise.org.
- D. Rise retains giving information including but not limited to, the amount of gifts, restrictions, date of gift, and payment method. We are required by IRS regulations to retain this information. Rise does not retain credit card numbers after the gift has been processed.
- E. Rise maintains paper copies of donation records in compliance with government regulations. All donor records are stored in a locked cabinet.
- F. Rise works with a third-party vendor to process online donations. The vendor is compliant with all government regulations pertaining to information security.

1. The Finance Department has an established and secure procedure for processing credit card transactions that we receive through channels other than Rise.org.
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- G. Rise will occasionally provide links to other websites for giving purposes or to purchase event tickets. Rise management thoroughly reviews these options before sharing links to these options. Donors will always have offline options for making gifts and are never required to use web-based giving platforms.
  - H. Rise does not exchange donor information or sell names and addresses of donors to any other nonprofit organizations, government entities or public companies.
  - I. Rise does not regularly publish donor lists. However, if there was a circumstance in which a donor list would be published (ex. Capital Campaign), names would only be published with permission from donors. Donors could elect to remain anonymous if they choose.
  - J. Donor information is occasionally published when it is typical for that type of gift, ex. Event sponsorship. Donors may still choose to remain anonymous in these situations and their information will not be published or shared outside of Rise's Advancement and Leadership teams.