



# Donor Privacy Policy

The Animal Coalition of Delaware County (“ACDC”) is committed to maintaining the rights and privacy of its donors. ACDC has put in place this Donor Privacy Policy (“Policy” or Guidelines”) to honor this commitment.

## I. Purpose of Data Collection

ACDC collects and uses personal information such as names, addresses, telephone numbers and e-mail addresses when a donor voluntarily provides this information to us or we obtain the information through public documents and reports. ACDC maintains a record of each donor’s giving history for IRS reporting purposes. Data is also analyzed in order to effectively manage the organization and budget for the future.

## II. Privacy Guidelines

A. ACDC does not share or sell donor information with other organizations. In addition, ACDC’s agents for online donations (Star Donor and paypal) have guaranteed that they will not sell, rent, or trade your personal information to anyone outside their organizations.

B. Donors may opt out of receiving any or all of ACDC’s communications. A donor’s preferences will be maintained on our database and will never intentionally be violated. ACDC may contact a donor periodically (infrequently) to verify that the donor’s preferences are still in force, particularly if information has been received that suggests preference indicators that are in conflict.

C. Personal account number information is never disclosed for any purpose, unless authorized by the donor or where required by law.

D. While ACDC encourages donors to allow publication of their gifts to encourage others in the community toward philanthropy, all requests for anonymity will be respected.

E. No information about donations from a will or estate will ever be published without the donor’s active consent.

F. Donors’ names, their gifts, or their transactions with ACDC (such as adoptions) will not be included in ACDC’s materials without the specific permission of the donor.

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*“Love Is A Four-Legged Word”*

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### **III. Commitment to Donor Rights**

ACDC believes that our donors have specific rights, and will act in a fashion consistent with that belief. Donor rights are as follows:

- A. The right to be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- B. The right to be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- C. The right to have access to the organizations most recent financial statements.
- D. The right to be assured their gifts will be used for the purposes for which they were given.
- E. The right to receive appropriate acknowledgement and recognition or to remain anonymous if desired.
- F. The right to be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- G. The right to expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- H. The right to be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- I. The right to have the opportunity for their names to be deleted from mailing lists.
- J. The right to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

### **IV. Situations Not Contemplated by this Policy**

Should situations be encountered that are not covered by the Guidelines outlined within this Policy, ACDC will act in a professional manner that demonstrates ethics and integrity and protects the privacy of Donors.

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