



of Hamblen County

Effective August 30, 2019

Donor Privacy Policy

As a nonprofit girls educational and advocacy organization, Girls Inc. of Hamblen County places a high priority on protecting donors' privacy. Below please find answers to our most commonly asked questions about donor privacy.

Girls Inc. adheres to the standards of ethics laid out in the Association of Fundraising Professionals "Donor Bill of Rights:" As a donor to our organization, you have 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.
- 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.
- To have access to the organization's most recent financial statements.
- To be assured your gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about your donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

Do you share donor information?

The Executive Director for Girls Inc. Hamblen County is responsible for maintaining the confidentiality of current donor and prospective donor records and will ensure that all staff have clear direction regarding the confidentiality of records. The E.D. may, at his/her discretion, make all or part of any donor record available to staff, volunteers, or committee members if essential to them in executing responsibilities on behalf of the organization. Any such decision will first honor the standards of ethics and laid out above and any additional stated wishes of donors related to disclosure unless a larger legal issue is involved.

In addition:

- We do not share or sell donors' personal information to any other organizations. Nor do we fundraise on behalf of other organizations.
- Where we disclose any personal information publicly, we offer donors the opportunity to consent to that disclosure.
- We ensure that donors' personal information will not be disclosed to state institutions and authorities except if required by law or other regulation.

What data do you collect from donors and how do you use it?

- Donations made online directly to Girls Inc. Hamblen County are secure. When you make donations online, we may ask for your name, address, daytime phone, email address, and credit card information. We use your information to process your donation(s) and to verify credit card data. We use your mailing address to send your tax-deductible receipt(s) and to keep you informed about what we are doing through our publications. Your phone number is used only to contact you if we need to verify order information and occasionally to thank you for your contribution.
 - *For donations processed through a third-party service provider, our donors' information will only be used for purposes necessary to process the donation.*

How do I access or change my personal data?

- Where appropriate, you may always request to have your data erased, rectified, amended or completed. Please call Girls Inc. Hamblen County at 1-423-581-4430 and we will discuss and make the changes you require as long as those changes are lawful.

What if your policy changes?

- Our donor privacy policy is current as of the date above. If our practices change, we will immediately update the policy. Regardless of later updates, we will never use the information you submit under the current policy in a way not described in this notice without first providing you an opportunity to opt out or otherwise prevent that use.