

# DONOR PRIVACY POLICY

Why Donor Privacy and Confidentiality Is Important To Concerts For Humanity®

The purpose of this policy is to state the position of Concerts For Humanity® on donor confidentiality and donor anonymity, and to guide the actions of the Board of Directors, and staff regarding the rights of donors and potential donors to confidentiality regarding their transactions.

Concerts For Humanity/CFH recognizes that the nature and function of the charity requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared with or developed by the CFH staff on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to CFH.

In short, you matter, and we want to acquire and maintain your trust and confidence.

## Confidentiality of Records

Concerts For Humanity® shall be responsible for maintaining the confidentiality of donor and prospect records and will ensure that all staff have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. He/she may, in his/her discretion, make all or part of any record available to staff members or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors related to disclosure unless a larger legal issue is related.

To carry out its responsibilities, the Board of Directors may need to review donor/prospect records. All directors shall respect the significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

Concerts For Humanity® will also employ auditors who are authorized to review donor and prospect records as required for the purposes for which they are engaged..

## Publication of Donor Names

The names of all individual donors will be listed in the Concerts For Humanity's annual report and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

Concerts For Humanity® will not publish the specific amount of any donor's gift without the permission of the donor.

## Giving Annonymously

Concerts For Humanity® is able to accept anonymous gifts. In the event our Accountant is uncertain about the desirability of accepting an anonymous gift, he/she shall consult with the Executive Committee. The Executive Committee, upon a request by a majority of the Executive Committee, will review the names of any anonymous donors.

## Information We Collect

Concerts For Humanity® may collect personal information such as names, company names, titles, addresses, telephone numbers, fax numbers, e-mail addresses, and payment information (such as credit card numbers) from donors. By submitting personal information, the donor acknowledges that he or she has read this privacy policy, understands it, agrees to its terms and authorizes the Council to collect, use and disclose personal information pursuant to the terms of this privacy policy.

Any information you submit through email, online, phone, mail or by an employee become the sole property of Concerts For Humanity®.

## Use of Your Information

Concerts For Humanity® uses personal information collected from donors to respond to donor inquiries, to issue donation receipts, to help in deciding who receives future fundraising appeals, to help organize fundraising events, and to inform donors of new programs and services.

## Protecting Your Information

Concerts For Humanity® never sells, rents, leases or exchanges your personal information with other organizations. The identity of all who contact us through our website, postal mail, and email will be kept confidential. However, your information is limited to internal purposes, by authorized individuals, to better service an existing donors, potential donors or partner relationship. We make every effort to ensure the security of your information. Unless the donor requests to have personal information not shared with our sponsors, such information will be sent to our sponsors ONLY. To prevent unauthorized access, maintain data accuracy, and ensure the proper use of information, we have established and implemented appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

## How to unsubscribe or contact Concerts For Humanity® about your information

If you determine that information in our database is inaccurate or it has changed, you can modify your personal information by emailing us at [event@concertsforhumanity.org](mailto:event@concertsforhumanity.org). If you do not want to receive any e-mail from us in the future, you can follow the directives above

or click the 'Unsubscribe' link at the bottom of any email. Note that your donation and/or activist records will remain in Concerts For Humanity's data base. By calling (805) 506-9495 to be removed from Concerts For Humanity's databases. You will also be removed from the e-mailing list.

#### Modification

Concerts For Humanity® may at any time modify these terms and conditions and the new version will be posted on the website. Your continued use of the website constitutes your agreement to these terms and conditions.