## Western Communities Action Network

**(WeCAN)**

 **Donor Information and Privacy Policy**

**PHILOSOPHY**

• In the spirit of transparency, WeCAN provides this written policy on the handling and security of personal data of donors. This policy can be found on the website (wecanmn.org) or by request to WeCAN staff.

• WeCAN appreciates the support it receives from donors. As an essential component to offer WeCAN's services, we value the privacy and security of donor's personal and financial information.

• The Donor Information and Privacy Policy will be reviewed on an as-needed basis and documented with meeting minutes related to any amendments.

**STANDARDS**

•WeCAN maintains a secure environment for collecting donations and maintains internal controls governing the safekeeping of all confidential donor financial and personal information.

• WeCAN does not publish, post, distribute, share or sell the name, personal contact information or description of donors to any outside individual or business. Exceptions are those required by law, requested in grant applications, communicated permission from the donor, or in connection with bank credit or debit card transactions made with prior knowledge or consent of the donor.

• Credit card numbers are used only for donation or payment processing and are not retained for other purposes. WeCAN uses secure technology to accept online credit card donations through GiveMN/Razoo/Paypal or other professional services. Credit card information is not given to WeCAN when utilizing these payment services. Although secure, WeCAN is not liable for information a donor shares with another such party.

• All donor contact information and donation history is contained within two databases (Access and Microsoft QuickBooks) that are located on a secured network. Access to these databases is password protected and limited to authorized WeCAN personnel and limited volunteers only.

• Emails are also kept in password protected Constant Contact and Volgistics databases that are part of Constant Contact and Volgistics protected data. Requests to be removed from Constant Contact email lists will only apply to Constant Contact and are done by the Constant Contact agency. WeCAN will add a note to an individual’s file after a request to delete an email from being the recipient of WeCAN’s Constant Contact email newsletter.

•Any hard copies of donor’s personal information, such as check copies, are retained in accordance with WeCAN's Document Retention Policy and are kept in locked, secure locations. Once no longer necessary, donor information is destroyed completely and securely.

•At times, WeCAN does acknowledge donors by name and/or description of donation in certain printed or public material such as newsletters, brochures, annual reports, press releases, event invitations, program information, stationery, solicitation letters, social media, video or other means of expressing appreciation for the donor's assistance. Permission from the donor will be requested for any of these public communication pieces where a donation could be identifiable.

•If a donor chooses to "opt out" of any acknowledgement listings in printed material, the donor's name and address are made available only to staff or board members of WeCAN who are responsible for managing the business of the corporation.

•Anyone has an opportunity for their names to be deleted from mailing lists that WeCAN generates with notification by writing or email to the WeCAN office.

**FINANCIAL/FUNDRAISING/IN-KIND DONATIONS**

•WeCAN will be good stewards of your donated gift(s) and use it in the best way to meet the mission of helping people in need in our community.

•Fundraising solicitations and information, distributed by any means, are accurate, truthful and not misleading.

•Contributions received with donor-imposed restrictions are used only for that purpose. Be sure to let WeCAN know your intent if you have a specific/dedicated use for the donation.

•In the case of in-kind donations of a large value, WeCAN may try to maximize your gift in order to fulfill the needs of as many people as possible. For instance, we may be able to help more people by selling your gift at a WeCAN Silent Auction than giving it to one person.