

UPENDO VILLAGE, NFP
POLICY AND PROCEDURE

SUBJECT: Donor Privacy Policy

POLICY: Upendo Village respects the privacy of our donors. We maintain the following policies to assure our donors that their personal information will be protected and we will not trade, share, sell, rent or lease with anyone else, nor send mailing on behalf of other organizations

RATIONALE: A. To respect the privacy of our donors
B. To be good stewards of the information that is shared with us

SCOPE: This policy applies to Upendo Village, NFP

PROCEDURE: The organizational procedures with respect to maintaining donor privacy are as follows:

Information Collection

Upendo Village will collect, use, and maintain the following information from donors:

- Contact Information: Donor name, company name, job title, complete address(es), telephone number(s), email address(es) if applicable).
- Donation Information: check numbers, credit card number and expiration date, security code, amount donated, donor comments and suggestions, and giving history.

All credit card information is entered by the donor online or manually by our staff. Upendo Village uses PayPal to support both the online and the manual processes.

Use of Donor Information Collected

Upendo Village will use the Donor's information in the following ways:

- Help donors complete transactions,
- Thank donors for their gifts,
- Update donors about organizational activity,
- Recognize donors,
- Distribute gift receipts or statements,
- Inform donors about upcoming events and fundraisers,
- Analyze internal productivity and effectiveness,
- Report to relevant federal and state agencies,
- Contact donors about changes to this statement,
- As part of our donor recognition efforts, Upendo Village may publicize donor names through newsletters, website, and promotional materials (in the case of sponsorships). Generally, the specific gift amount will not be identified, but the donor will be recognized under the level of giving category that is appropriate to their donation. Donors always have the option of remaining

“anonymous” when making a donation and will not be publicly recognized.

Access to Donor Information

All access to donor information is strictly limited to Upendo Village personnel who need to process data. No unnecessary person, group or organization will be allowed to access such data. Board members may be given information on the names of donors, donor history and the amount of gifts if needed to fulfill their responsibilities as directors of the organization. All board members and staff are required to maintain the confidentiality of donor information.

Donor’s Opting Out of Mailings and Solicitations

Upendo Village contacts donors through direct mail, e-mail, and telephone. Any donor may request that Upendo Village remove them from the Upendo Village mailing list and/or specify the method of contact.

Review Period:	Three (3) years
Original Policy Date:	3/1/2017
Dates Updated:	N/A
