


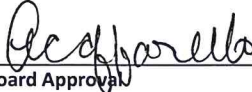


# Circle the City

healthcare for the homeless

## A1.10 Donor Privacy

Effective: 2/22/2016

	2/12/16
Executive Review	Date
	2/22/16
Board Approval	Date

### POLICY

Contributions from individual donors, corporations and foundations are vital to Circle the City (CTC); our relationship with our contributors is the highest expression of our mutual commitment to our mission to create and deliver innovative healthcare solutions that compassionately address the needs of men, women, and children facing homelessness. CTC respects the privacy of its donors and has put in place a Donor Privacy Policy to honor these rights.

### PROCEDURE

**Donor information:** CTC collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and e-mail address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

This confidential information is kept on file for IRS purposes. It is also used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with staff, board members, volunteers and consultants only on a confidential and need-to-know basis.

**List sharing:** Circle the City does **not** sell, rent, trade or share its donor list with any other organization. CTC never sends out mailings on behalf of other organizations.

**Discontinuing contact upon request:** It is the policy of CTC to communicate with donors according to their expressed preferences whenever possible. CTC will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization. CTC shall maintain a record of all requests by persons who indicate to Circle the City that they do not wish to be contacted. This policy does not prohibit contact by an individual or group voluntarily soliciting on behalf of Circle the City, even if the person being contacted has requested to be placed on the "do not contact list."

**Donor Bill of Rights:** CTC subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

## REFERENCES

- Donor Bill of Rights:  
[http://www.afpnet.org/files/contentdocuments/donor\\_bill\\_of\\_rights.pdf](http://www.afpnet.org/files/contentdocuments/donor_bill_of_rights.pdf)

## DEFINITIONS

- N/A

## ATTACHMENTS

- N/A