



## **Donor Privacy Policy**

*Relief Nursery Inc. is committed to respecting the privacy rights of all donors and visitors to our website.*

Relief Nursery Inc. collects and uses personal information such as name, address, phone number, and email address when a donor voluntarily provides it to us for the purposes of facilitating Relief Nursery communication.

Relief Nursery Inc. does NOT sell, trade or share its donor list with any other organization or entity.

Documents containing information about our donors are carefully protected by Relief Nursery Inc., and are irrevocably destroyed when no longer needed.

In addition, Relief Nursery Inc. keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used by Development personnel to analyze overall giving patterns in order to make more accurate budget projections and plan for the future of our organization. Information on our donors is password protected and may only be accessed by individuals who need such information to perform their assigned duties for Relief Nursery Inc. This includes individuals or companies who enter or analyze data, visit donors, plan fund raising events, work in a fund raising capacity for the organization or prepare budgets and financial information.

Relief Nursery Inc. uses the services of outside vendors to print and mail our newsletters and to complete the on line donation process. These vendors adhere to Relief Nursery Inc. commitment to the privacy and security of our donors and our Donor Privacy Policy.

At your request, the Relief Nursery will remove your name from our mailing list and email list at any time. The wishes of donors who prefer to remain anonymous will always be honored.

## **Donor Bill of Rights**

1. To be informed of Relief Nursery Inc.'s mission, of the way Relief Nursery Inc. intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on Relief Nursery Inc.'s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to Relief Nursery Inc.'s most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing Relief Nursery Inc. will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the Relief Nursery Inc. or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

