



## Donor Confidentiality Policy

The Guadalupe Center recognizes that the operation of the organization requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared or developed by the development staff on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to the organization.

The Guadalupe Center is committed to respecting the privacy of its donors. The types of donor information that it collects and maintains include the following:

- Contact information: name, address, telephone number and email address
- Giving information: amount of gift, gift date, payment method, fund, appeal and campaign
- Information on event attendance, tours or visits to the Center, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

The Guadalupe Center uses donor information to accept and process gifts, to understand donor interests in its mission, and to update donors on the organization's plans and activities. The information may be shared with staff, board members and consultants only on a "need-to-know" basis. The organization's auditors are authorized to review donor records as required for the purpose for which they are engaged.

The Board of Trustees may need to review donor or prospect records. All trustees shall respect the organization's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality. All donor information regarding gifts and giving history is to remain at the organization.

The Guadalupe Center also assures donors that their names and addresses will not be shared with any third party unless permission has been granted by the donor. Donors have the option to opt out of being recognized publicly for their gifts.