

## **Partners In Care Donor Privacy Policy**

Partners In Care has implemented this Donor Privacy Policy to guide our volunteers and staff on how they may or may not use a donor's personal information. This policy may be updated from time to time and will be listed on the Partners In Care website.

### **Policy**

#### **What Information We Collect**

Partners In Care collects and uses personal information from donors that includes: name, amount donated, address, telephone number, name(s) of individuals being memorialized or honored, contact information for the family members whose loved ones are memorialized, donor comments, and email addresses. Tax laws in the United States and the State of Oregon require Partners In Care to keep contact information and contribution level of donors on file.

#### **How We Use Information**

Partners In Care never sells or rents donor names or information. Unless a donor requests anonymity, names are released for publication and recognition purposes only. Donors may opt-out of having their information published or made available to outside organizations. Personal financial information is not given at any time.

Partners In Care will use contact information (email, telephone number, and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming events and programs
- Internal analysis and record keeping
- Reporting to relevant US and State agencies
- Annual auditing
- Grant reporting
- Contact donors about changes to this policy

Donors have the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" option. In all other cases, the default is for staff and volunteers to assume all donations will be publicly announced unless the donor explicitly indicates otherwise.

#### **Financial Information**

All access to donor financial information is strictly limited to professional staff to process the data. No such data is given to any person, organization, or group who does not need access to the data.

Partners In Care uses payment processing and credit card authorization services via third party vendors. All vendors are PCI (Point to Point Encryption Solution) compliant. Partners In Care stores and has access to credit card information and bank account numbers for individuals who elect to donate via electronic fund transfers or monthly installments via credit card.

Partners In Care strives to provide the highest possible level of security and confidentiality. All controls in place are reviewed on an annual basis during the organization's auditing process by a professional auditing firm.

**Contact Us**

If you have questions about this Donor Privacy Policy or if you wish to be removed from our email/postal contact lists, please email [marlenec@partnersbend.org](mailto:marlenec@partnersbend.org) or call Partners In Care at 541.382.5882 and ask for Marlene Carlson, Senior Development Officer.