



### *DONOR PRIVACY POLICY*

It is the policy of Bridges to Housing Stability (Bridges) that solicitations for funds or in-kind support are free from undue influence or excessive pressure, and are respectful of the needs and interests of the donor or potential donor.

All donors have these rights:

1. To be informed of Bridges' mission, of Bridges' intents 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 Bridges' Board of Directors, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To be assured their gifts will be used for the purposes for which they were given.
4. To receive prompt and appropriate acknowledgement and recognition in a format that documents tax deductible donations.
5. To expect that all relationships with individuals representing Bridges will be professional in nature.
6. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
7. To be assured that information about their donations is handled with respect and with confidentiality as follows:



- a. Donors' information is not shared, sold, or borrowed.
- b. Donors are given multiple opportunities to indicate communication preferences. Yes/no to e-news, publicizing gifts, electing anonymity.
- c. Donor information is shared internally on a need to know basis and is not shared externally.
- d. All gifts received are stored securely.
- e. Out of use donor reports are shredded.
- f. Access to the database is controlled with passwords and timed lock-outs.