

Donor Privacy Policy

Purpose

This privacy policy articulates the principles, actions and beliefs of San Miguel High School with regard to the information collected, retained and used related to some of our primary supporters, including our donors, volunteers, prospects, and affiliated agencies and organizations. This policy is intended to guide the actions of San Miguel staff, volunteers, contractors and authorized representatives.

This information includes:

1. Personal information obtained from donors, volunteers and prospects through pledge cards, letters, surveys, applications, and other forms, in writing, in person, by telephone, or electronically (e.g. name, address, employer, birth date, credit card number, family members, interests, etc.).
2. Individual information may also be collected about donors, volunteers and prospects' present and past giving history, volunteer activity, committee service, information from public documents and reports, and any other interactions an individual may have had with San Miguel High School.

Policy

We value our donors, volunteers and prospects (hereafter referred to as our "supporters") and take their privacy seriously. We will respect the privacy of the personal and organizational information that we are privileged to have about our supporters. Our commitment to respect the privacy of our supporters extends to how we obtain, use, protect and share information about them. This privacy policy is intended to be applied in conjunction with related San Miguel policies, including, but not limited to, the Donor Bill of Rights.

Principles, Actions, and Beliefs

San Miguel will never publish, sell, trade, rent or share names (unless released for publication in annual reports, etc.), e-mail or mail addresses, or telephone numbers of our donors. San Miguel will use contact information (e-mail, telephone number and address) of donors for these purposes only:

1. Without the supporter's consent, we do not provide their information to organizations or individuals outside San Miguel.
2. We contractually require any person or organization providing services to San Miguel to protect the confidentiality of supporter information.
3. We will hold strictly confidential all information concerning donors and prospects, including names, addresses, names of beneficiaries, nature and value of estates, amounts of provisions or gifts, etc., unless a donor or prospect grants permission to use selective information for purposes of referral, testimonial, example, recognition, or publicity.
4. We have procedures in place to limit access to information to those staff and volunteers who need to know such information in order to fulfill our mission.

5. We educate our staff and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information.
6. We will use our best efforts to comply with the expressed wishes of any supporter who does not want their name used in any promotional material, wishes their name removed from solicitation lists, or wishes to have their gifts or services be anonymous.
7. We will collect, use and share information about our supporters among staff and volunteers only on a needs-to-know basis and for the sole purpose of carrying out the San Miguel's mission.

Donor Bill of Rights

San Miguel High School subscribes to the Donor Bill of Rights.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization 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 the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization'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 organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).