

Donor Privacy Policy

Community Health Programs, Inc. Development Policies & Procedures,
Donor Rights & Confidentiality

POLICY STATEMENT

A. Community Health Programs, Inc. accepts and has adopted the Statement of Ethics and Code of Conduct adopted by the Association of Fundraising Professionals (AFP)

B. Community Health Program, Inc. accepts and adopted the “Donor Bill of Rights” relating to donor rights and confidentiality

PROCEDURE

A. Employee access to information

a. All donor specific records and information regarding gifts and pledges is confidential. Any CHP employee who violates donor confidentiality will be subject to dismissal

b. At the discretion of the Chief Executive Officer, select CHP employees will have access to donor specific information. The type of donor information each employee will have access will be determined by that employees need to know. In addition, specific CHP volunteers may, from time-to-time, be given access to specific donor records or files if the purpose is germane to CHP’s development activities

B. Confidentiality of Records

a. The CEO is responsible for maintaining the confidentiality of all donor and prospective donor records and will ensure that all staff has clear direction regarding the confidentiality of records as reflected in the Donor Bill of Rights and the Code of Ethics

b. The CEO may, at his or her discretion, may make all or part of any donor record available to staff or Committee members or volunteers if essential to them in executing their responsibilities

i. Any such decision will honor the wishes of donors related to disclosure

c. Upon request, donors to CHP will be given access to their own donor records and information about them maintained by the organization

d. Volunteers do not, have not, and will not trade, share, or sell, or otherwise make available its mailing list or donor contact list to other organizations

C. Publication of Donor Names:

a. CHP does recognize and thank its donors publicly by listing them in an annual newsletter and/or similar public communications vehicle

b. Exceptions will be made for any donor who specifically requests anonymity.

D. Anonymous Gifts:

a. The CEO is authorized to accept anonymous gifts to CHP

b. In the event the CEO is uncertain about the desirability of accepting an anonymous gift, he/she will consult with the Board of Directors before doing so

c. If asked, the CEO will disclose to the Chairman of the Board of Directors the names of any anonymous donors.

d. The Chairman of the Board may choose to disclose the name of an anonymous donor to other board members as deemed appropriate

E. Distribution of Policy

a. This Donor Confidentiality Policy will be made available to all donors on request and should be distributed as widely as possible

CHP STATEMENT OF DONOR CONFIDENTIALITY

Community Health Programs, Inc. (CHP) strongly believes in protecting the privacy of its donors and the confidentiality of information concerning them. Donor records, both hard copy and electronic, and other donor information are highly confidential and protected by agency policy.

CHP fully supports the Donor Bill of Rights, which was created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and other professional organizations, and reads as follows:

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 ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. 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.
- II. 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.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

If you have any questions concerning this statement, please contact: Betsy Strickler, Chief Communications Officer, Community Health Programs, Inc., 422 Stockbridge Road, Great Barrington, MA 01238. 413-528-9311 x1178.
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