

**BROWARD HOUSE**  
**POLICY AND PROCEDURE MANUAL**

Title: <b>Donor Privacy</b>	Date originated: <b>08/2024</b>	Date reviewed: <b>08/2024</b>
Administration: <u>Nicole Burrell</u> 	Title: <u>CEO</u>	Date: <u>9/2024</u>
Reviewed: <u>Travis Childrey</u>	Title: <u>Director of Development</u>	Date: <u>9/2024</u>

**Policy:**

Broward House is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

- contact information (name, address, telephone number, and email address)
- giving information
- information on events attended, publications received, and special requests for program information
- information provided by the donor in the form of comments and suggestions

Broward House uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers, and consultants only on a "need-to-know" basis.

The organization also assures donors we will not sell or exchange any personal information with third parties. We keep confidential any information entered during online purchases, donations, and registrations.

If you have comments or questions about the Broward House's donor privacy policy, please email [development@browardhouse.org](mailto:development@browardhouse.org).

## 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:

- 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.

*The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.*