



## **Donor Privacy Policy**

Rosie's House is committed to protecting the privacy of our donors. We may collect personal data about donors for a variety of reasons, including:

- to communicate with donors and prospective donors concerning Rosie's House and our programs and services
- to maintain information relating to donations;
- to facilitate fundraising; and
- to comply with legal and regulatory requirements.

Such personal information may include: name, mailing address, phone number, email address, and credit card number when a donor voluntarily provides it to Rosie's House. In addition, Rosie's House keeps a record of each donor's giving history. This information is kept on file for IRS purposes. It is also used to understand donors' interests in our mission and to update them on our organization's plans and activities. This information is shared with staff and board members on a confidential, need-to-know basis only. It is never shared with other organizations.

## **Recognition and Reporting**

Where appropriate, and with the knowledge and consent of the donor, Rosie's House may publicly recognize the receipt and purpose of an individual gift. However, unless desired by the donor, Rosie's House will not disclose the amount of such gifts, except where required by law. Data on donors and donation amounts may be aggregated and void of identifying information for reporting purposes without the explicit consent of the donors. Rosie's House may compile a Donor Honor Roll and Annual Report every year and list donors in giving categories. Donors may contact Rosie's House to have their name removed from all publications.

## **Safeguards**

Protocols are in place to safeguard donor information, including:

- physical measures, including locked filing cabinets and restricted access;
- technological measures, such as the use of passwords for database access and encryption for online giving; and
- a records retention policy.

Rosie's House does not sell donor's personal information. Rosie's House may share donor names and mailing addresses with other reputable nonprofit



organizations on a limited basis in exchange for limited access to the names and addresses of their constituents. The sharing of information is never connected with an intention of solicitation. These organizations will not have continued access to your name and address unless you choose to respond to their initial mailing. We do not share email address data in connection with this list exchange.

**DISCONTINUING CONTACT UPON REQUEST:** It is the policy of Rosie's House to communicate with donors according to their expressed preferences whenever possible. Rosie's House will discontinue or change the method used to contact any person upon that person's oral or written request. Please contact us directly at (602) 252-8475 to have your name removed from our contact lists.