



## **Donor Privacy and Confidentiality Policy**

The Kellin Foundation respects the privacy of its donors and prospective donors and believes that it is of paramount importance to maintain the trust and confidence of the Kellin Foundation community, including donors, prospective donors, sponsors, partners, and volunteers.

The Kellin Foundation developed this Donor Privacy and Confidentiality Policy (“Policy”) to provide transparency as to Kellin Foundation’s practices, policies, and procedures for the collection, use and protection of information that is provided to Kellin Foundation by donors and prospective donors (“Donor-Related Information”).

### **Confidentiality of Donor Records**

Protecting the confidentiality of Donor-Related Information is an essential part of the work done within philanthropy at Kellin Foundation. All Donor-Related Information that is obtained by Kellin Foundation is managed by Philanthropic Staff on a confidential basis except as otherwise disclosed in this Policy or except as disclosed when the information is provided to Kellin Foundation. All Kellin Foundation staff sign a confidentiality pledge and are expected to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of Donor-Related Information. Philanthropic Staff may share with donors, fund beneficiaries, and grantees information pertaining to their own gifts, funds, and grants.

### **How We Protect Donor Information**

Except as described in this Policy or at the time the information is provided, the Kellin Foundation does not otherwise disclose Donor-Related Information to any third parties, and we never sell, rent, lease or exchange Donor-Related information with other organizations. The identity of all who connect with us through our website, postal mail and email is kept confidential. The use of Donor-Related Information is limited to internal purposes, by authorized individuals, and to advance resource development efforts that require donor information, as noted above. We have established and implemented reasonable and appropriate physical, technical, and administrative safeguards to help prevent unauthorized access, maintain data security, and ensure the proper use of Donor-Related Information. Kellin Foundation secures the personally identifiable information provided on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When payment information (such as a credit card number) is transmitted to other Web sites, it is protected using encryption, such as the Secure Socket Layer (SSL) protocol. Moreover, credit card numbers are not retained by Kellin Foundation once processed. Although the Kellin Foundation has implemented reasonable and appropriate measures to safeguard against unauthorized disclosures of Donor-Related Information, our security measures may not prevent all losses and we cannot ensure that Donor-Related Information will not be disclosed in a manner that is inconsistent with this Policy. In the event security failures or disclosures contravene federal or state laws, Kellin Foundation will follow all applicable federal and state notification requirements to make you aware of what happened. Kellin Foundation is not responsible for any damages or liabilities.

## **Publication of Donor Names**

Unless otherwise requested by the donor, the names of all individual or corporate donors may be printed in Kellin Foundation reports and other internal and external communications. Kellin Foundation will not publish the exact amounts of a donor's gift without the express permission of the donor.

## **Memorial/Tribute Gifts**

The names of donors of memorial or tribute gifts may be released to the honoree, next of kin, appropriate member of the immediate family or executor of estate if requested or otherwise specified by the donor. Gift amounts are not released without the consent of the donor.

## **Anonymous Gifts**

When a donor requests that a gift or fund be treated as anonymous, the donor's wishes will be honored.

## **Types of Information Collected**

Kellin Foundation collects and maintains the following types of donor information when it is voluntarily provided to Kellin Foundation: Contact information, including name, organization/company affiliation, title, addresses, phone numbers, fax numbers, email addresses, date of birth, family members and emergency contact; donation information, including amounts donated, date(s) of donation(s), method and premium; payment information, including credit card or debit card number, expiration date, security code, billing address and other information necessary to process a donation or event registration; information on events and workshops attended, publications received and special requests for program information; information concerning events and hours volunteered; and donor requests, comments, and suggestions.

## **How We Use This Information**

Kellin Foundation complies with all applicable federal and state laws in the use of Donor-Related Information. We use information obtained from donors and prospective donors to maintain records of donations, respond to donor inquiries, comply with the law or with any legal process served on Kellin Foundation, for IRS purposes, analyze overall giving patterns in order to make more accurate budget projections, develop strategies and present gift proposals, issue donation acknowledgements, understand donors' interests in our mission and to update donors on the organization's plans and activities, inform planning about who receives future fundraising appeals, to organize and promote fundraising events, inform donors of relevant programs and services through newsletters, notices and direct mail pieces, and analyze our website usage. Certain third-party contractors and service providers have limited access to certain Donor-Related Information while providing products or services related to gift processing and acknowledgements. Such access is subject to confidentiality obligations covering this information. Moreover, access to Donor-Related Information by these contractors and service providers is limited to the information reasonably necessary for the contractor or service provider to perform its limited function for us. For example, donations may be processed through a third-

party service provider, and our donors' information will be shared with such service providers to the extent necessary to process the donation. Kellin Foundation may also use Donor-Related Information to protect against potential fraud. We may verify with third parties the information collected while processing a gift, event registration or other donation. If donors use a credit or debit card on a Kellin Foundation website, we may use card authorization and fraud screening services to verify that the card information and address matches the information supplied to us and that the card being used has not been reported lost or stolen.

### **Removing Your Name from Our Mailing List**

Donors, prospective donors, and Kellin Foundation clients may ask to be removed from our email, mailing, or phone lists at any time by emailing [info@kellinfoundation.org](mailto:info@kellinfoundation.org) or calling 336-429-5600. If you determine that information in our database is inaccurate or it has changed, you can modify it by emailing us at [info@kellinfoundation.org](mailto:info@kellinfoundation.org).