

# Donor Privacy and Confidentiality Policy

## Purpose

Your trust and confidence are important to us. We are the Boy Scouts of America and trust is the first part of our Scout Law that we wish to impart to all others at all times.

The purpose of this policy is to state the position of the Tidewater Council on donor confidentiality and donor anonymity and will guide the actions of the Board of Directors, the Scout Executive and staff who may serve the Council, regarding the rights of donors and potential donors to confidentiality regarding their transactions with the Council.

The Tidewater Council, Boy Scouts of America recognizes that the operation of the Council requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared with or developed by the Council staff on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to the Council.

## Policies

### Confidentiality of Records

The Scout Executive shall be responsible for maintaining the confidentiality of donor and prospect records and will ensure that all staff have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. He/she may, in his/her discretion, make all or part of any record available to staff members or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors related to disclosure unless a larger legal issue is related.

To carry out its responsibilities, the Board of Directors may need to review donor/prospect records. All volunteers, individuals selected to assist in fundraising and all council members shall respect the Council's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

The Council's auditors are authorized to review donor and prospect records as required for the purposes for which they are engaged. Fund agreements are considered "strictly confidential information" and are not public documents. Particulars of a fund document will not be shared with the general public or with fund recipients unless the donor has granted permission to do this or

unless these details are essential to be shared in order for the fund to be administered as desired by the donor.

## **Publication of Donor Names**

The names of all individual donors can be listed in the Council's annual report and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

The Council will not publish the specific amount of any donor's gift without the permission of the donor. Donors making gifts to the Council by bequest or other testamentary device are deemed to have granted such permission. Donors should be aware that it is the Council's policy, from time to time, to publish the current market value of its funds from which a reader may be able to determine the approximate size of a donor's gift.

## **Honor/Memorial Gifts**

The names of donors of memorial or honor gifts may be released to the honoree, next of kin or appropriate member of the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without express consent of the donor.

## **Anonymous Gifts**

The Scout Executive is authorized to accept anonymous gifts to the Council. In the event the Scout Executive is uncertain about the desirability of accepting an anonymous gift, he/she shall consult with the Executive Committee. The Scout Executive shall disclose to the Executive Committee, upon a request by a majority of the Executive Committee, the names of any anonymous donors.

## **Disclosure of Pending Gifts**

In the event that the Scout Executive concludes that the Council is likely to receive, in the immediate future, a gift equal to or greater than five percent of its then existing assets, the Scout Executive shall notify the president. The president and the Scout Executive shall apply all requirements of the gift acceptance policy and determine the appropriate course for notifying the Board of Directors.

## **Kinds of Information**

The Council may collect personal information such as names, company names, titles, addresses, telephone numbers, fax numbers, e-mail addresses, and payment information (such as credit card numbers) from donors. By submitting personal information, the donor acknowledges that he or she

has read this privacy policy, understands it, agrees to its terms and authorizes the Council to collect, use and disclose personal information pursuant to the terms of this privacy policy.

Any information you submit through email, online, phone, mail or by an employee becomes the sole property of Tidewater County Council, Boy Scouts of America.

## **How We Use It**

The Council uses personal information collected from donors to respond to donor inquiries, to issue donation receipts, to help in deciding who receives future fundraising appeals, to help organize fundraising events, and to inform donors of new programs and services. To comply with all federal and state laws.

## **How we protect your Information**

The first protection we ensure is that the Tidewater County Council, Boy Scouts of America never sells, rents, leases or exchanges your personal information with other organizations. The identity of all who contact us through our website, postal mail, and email will be kept confidential. The use of your information is limited to internal purposes, by authorized individuals, to better service an existing donors, potential donors or partner relationship. We make every effort to ensure the security of your information. To prevent unauthorized access, maintain data accuracy, and ensure the proper use of information, we have established and implemented appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

## **Removing your name from our mailing list**

You can ask to be removed from our email list, mailing list or phone lists. If you determine that information in our database is inaccurate or it has changed, you can modify your personal information through our council website: [www.tidewaterbsa.com](http://www.tidewaterbsa.com) or by calling us at 757-497-2688.