



Purpose

The purpose of this policy is to articulate the principles and beliefs of American Education Foundation (AMEDF) with regard to donor information. This policy is intended to guide the actions of American Education Foundation employees, trustees, volunteers, contractors and/or authorized representatives with regard to the treatment of donor information. Such information includes personal information obtained through pledge cards, letters, surveys, email, AMEDF web-site submissions, or any other manner in writing, in person, by telephone or electronically. Such information may include names, addresses, telephone numbers, email addresses and past and present giving information.

Policy

We value our donors and take their privacy seriously. We will respect the privacy of the personal information that we are privileged to have about our donors. Our commitment to the privacy of our donors extends to how we obtain, use, protect and share information about them. We will honor any donor's request to remain anonymous. This policy is intended to be applied in conjunction with related American Education Foundation policies, including but not limited to the Donor Bill of Rights.

Donor Bill of Rights

American Education Foundation fully endorses the industry-accepted Donor's Bill of Rights. This Bill of Rights for charitable givers was developed by the following four industry experts: American Association of Fund Raising Counsel, Association for Healthcare Philanthropy, Council for Advancement and Support of Education, National Society of Fund Raising Executives.

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 that 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 acknowledgment 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.

Principles in Action

We do not sell trade or rent donor information to others.

Without donor consent, we do not provide donor information to organizations or individuals outside Northwest Children's Fund.

We require any person or organization providing services to NWCF to protect the confidentiality of donor information, except where disclosure is required by law (as in the preparation of our Form 990).

We limit access to donor information to those employees, board members, volunteers, contractors and/or authorized representatives who need to know such information in order to fulfill our mission.

We educate our employees, board members, volunteers, contractors and/or authorized representatives regarding the importance of protecting donor privacy.

We use our best efforts to comply with the expressed wishes of any donor who does not want their name used in any material, wishes their name removed from solicitation lists, or wishes to have their gifts or services be anonymous.

We do not gather any personal information about donors without their knowledge through the use of cookies or any other electronic means.