

**POLICY TITLE**

**DEVELOPMENT DISCONTINUE CONTACT PRIVACY POLICY**

**POLICY DESCRIPTION:**

The Board of Directors of Women’s Advocates recognizes that donors provide sensitive information to Women’s Advocate Development and Finance teams in the process of making donations to the organization. It is essential to the responsible stewardship of these funds that a policy guide the safe protection of this data.

It is the policy of Women’s Advocates to safely and transparently collect donor data and restrict its use to relevant staff for the purposes of fundraising and financial reporting. The purpose of this policy is to

- (a) describe what data is collected;
- (b) when and how donor data is used;
- (c) process for updating and correcting donor data;
- (d) process for donors to opt out of having their data made available externally

**PROCEDURES:**

1. The following donor data may be collected in the process of making a donation and may be stored in our donor database:
  - a. Full Name
  - b. Address
  - c. Telephone Number
  - d. Email
  - e. Employer Information
  - f. Spouse
  - g. Stocks transferred
2. The following donor data may be collected in the process of making a donation and is never saved in an accessible way in the donor database:
  - a. Credit card information
  - b. Bank account information
  - c. Check numbers
3. The above data is used for the following purposes:
  - a. To contact donors about upcoming events, fundraising campaigns, and organizational news and updates.
  - b. To provide acknowledgments of donations and other financial reporting information.
4. Donors may request corrections and updates to information by contacting any development employee or emailing [development@wadvocates.org](mailto:development@wadvocates.org).
5. Donors may request to remain anonymous or omit their donations from publication upon request.

