



# Donor Privacy Policy

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October 9, 2017

Daily Work values and respects the privacy of its donors and potential donors and is committed to safeguarding donor information, which is retained to help us effectively carry out our mission. Daily Work appreciates the trust and support demonstrated by donors and is committed to maintaining the following privacy standards.

This policy may be viewed on the Daily Work website: [www.daily-work.org](http://www.daily-work.org). A printed copy of this policy can be obtained by calling the Daily Work office.

## Information Collected and Maintained

Daily Work collects and maintains the following types of donor information when it is provided to us.

- Contact information such as name, address, telephone number and email address.
- Information, such as employer, organizational affiliations, relationships with other donors, and areas of expertise.
- Credit card information if provided to facilitate donations.

In addition, Daily Work maintains,

- Information provided by the donor, such as questions, comments and suggestions.
- Giving history.
- A record of communications on events attended, publications received, funding requests and special requests for program information.

To review personal information collected and/or request changes, donors may contact the Daily Work office by calling 651-204-3043.

## Use of Donor Information

The use of donor information (e.g. email address) is limited to the internal purposes of Daily Work and only to further the activities and purposes of Daily Work. It is used to send communications to thank donors for support and to inform donors of Daily Work related activities, program updates and outcomes, special events, and funding requests. Donor information is also used to analyze overall giving patterns in order to make more accurate budget projections. It is also used to understand donor interests in the Daily Work mission. This information is shared with staff, board members, volunteers and consultants only on a need-to-know basis. Basic donor contact and giving information is also retained to comply with state- and IRS-related nonprofit regulations.

If at any time you no longer wish to receive communications from Daily Work, you may update your communication preferences or remove your name from our mailing list by calling the Daily Work office.

**Donor Recognition.** Daily Work may recognize donors by name in our annual report and other relevant print materials. These documents may also be made available on our website. Donors can request that their names not be published in these reports by calling the Daily Work office.

## Donor Information Security

Donor information is maintained securely and only authorized personnel have access to this information and only for appropriate business purposes. Daily Work does not sell, trade, give away or otherwise release the personal information of its donors to any other entities or individuals. Daily Work does not send mailings on behalf of other organizations.

Every reasonable effort is made to secure the privacy of donor information online. Online donor transactions with Daily Work are covered by this policy and are conducted over secure portals with reputable vendors. Donors who wish to know more about third party payment providers used by Daily Work should contact the Daily Work office.

Links to third party payment service providers used by Daily Work include: GiveMN.org and Vanco Services, both of which are PCI Level 1 certified, currently the highest available standard for credit card information security and privacy in the payment processing industry. To learn more about each providers' security measures, please visit their websites.

- GiveMN: <https://givemn.zendesk.com/hc/en-us/articles/211233343-How-secure-are-donations-on-GiveMN-org->
- Vanco: <http://vancopayments.com/security/>

Daily Work may be legally required to disclose donor information on occasion. Daily Work complies with all applicable legal requirements and standards.

### **The Donor Bill of Rights**

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 ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. 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.
2. 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.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.