

GIRL SCOUTS OF SAN JACINTO COUNCIL

DONOR CONFIDENTIALITY STATEMENT

It is the policy of Girl Scouts of San Jacinto Council (GSSJC) to maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors and to insure that this donor information is used on a need-to-know basis only for the support of fund development for GSSJC.

Development research performed on behalf of GSSJC shall be performed in a lawful and ethical manner and be made available solely to authorized representatives of the Council for purposes for which the information was originally gathered.

Hard copy constituent files shall not contain credit card account numbers, social security numbers, bank account numbers or any other such information, which could easily be used fraudulently. All data shall be recorded accurately and must be verifiable. All information shall be stated in an objective and factual manner.

Constituent profiles shall contain only information relevant to the cultivation and solicitation processes. Relevancy of information shall be determined by the Development Department professional staff. Examples of information which could be deemed irrelevant include, but are not limited to, questions and/or records of alleged criminal activities, substance abuse, medical or psychiatric history, and sexual preference.

Original hard-copy documents of a sensitive nature shall be removed from the permanent donor file and shredded. Donor files may contain press releases, newspaper clippings, or articles written about the donor. These will be clearly marked as to their origin when placed in the file.

Donor files may be released to the Chief Executive Officer, the Vice President of Finance and Administration, the Accounting Director, and Development staff. Prospect profiles may also be released to selected volunteers at the discretion of the Chief Executive Officer or the Vice President of Development. All donor files released shall be returned to the Development office immediately following use. Donor files may be consulted by, but not released to, other Council staff and volunteers, including the individual on whom the information is maintained, at the discretion of the Vice President of Development.

Under no circumstances shall original information derived for use at GSSJC be released to another institution or individual nor shall internal donor lists be released to a third party not involved in the Council development effort. Under no circumstance shall confidential information be sold or traded to another institution, consulting firm, or individual. Such confidential information shall include constituent names and addresses.

All donor profiles shall be clearly identified as confidential materials. Any volunteer acting on behalf of the Development Department shall be clearly informed that material she receives is to be used in a confidential manner.

When disposing of sensitive materials, including donor lists, contact information, giving history, and profiles, such information shall be shredded.

Staff will not leave unattended a workstation which is logged into the Development database (Raiser's Edge). Staff will not share their passwords or logon names with other persons, including anyone otherwise authorized to access the database.

Formal recognition of GSSJC donors shall include methods of recognition that enhance the image of Girl Scouting, show appreciation to the donor, and provide opportunities for public acknowledgement. GSSJC will respect a donor's wish to remain anonymous. In the absence of such stipulation in writing, GSSJC retains the right to determine all publicity related to a gift. GSSJC will not release their names or information except when required by law, as in the case of IRS filings.

All gifts shall be acknowledged by GSSJC with official correspondence. Acknowledgement represents to the donor acceptance of the gift along with its restriction, if any, notice of what goods and services were or were not received, and may also serve the donor as evidence to substantiate a possible tax deduction. Donors' wishes will be considered to the extent possible, so long as their intended use of funds is in keeping with the purpose of Girl Scouting and with the policies of GSSJC.

These policies shall be given to all Development staff, the Chief Executive Officer, the Vice President of Finance and Administration, and the Director of Accounting and shall be made available to any person requesting them, including constituents. Development staff and the Director of Accounting will be asked to sign a copy of the policy, certifying that he/she understands the policy and will abide by it. This signed copy will be placed in their employee file in the Human Resources Department.

Those responsible for intentional breaches of confidentiality are subject to disciplinary action.

Signature

Date