

# **[CHURCH NAME] POLICIES AND PROCEDURES**

## **DONOR PRIVACY POLICY**

### **PURPOSE**

To provide a respectful way to the donor's privacy.

### **GUIDELINES**

#### **We Respect Your Privacy**

1. [Church Name] will not sell, rent or share donor names or personal information with any other entity, nor send mailings or other solicitations to donors on behalf of other organizations.
2. Outside vendors/contractors engaged to assist in the church's mission are contractually bound by the same Donor Privacy Policy and rule of confidentiality and non-disclosure as the organization imposes on itself and its employees.
3. This policy applies to all information received by [Church Name], both online and offline, on any Platform ("Platform", includes the [Church Name] website and mobile applications), as well as any electronic, written or oral communications.

### **RATIONALE**

#### **Donor's Rights**

Charitable giving and acts of financial generosity are based on voluntary action for the common good. Acting as stewards of God's gifts is a part of our Christian tradition and is a primary aspect of our Christian vocation. The [Name(s) of people or agency in charge of recording donations] is responsible for soliciting, receipting, recording, and acknowledging every gift received in support of [Church Name]. Each gift will receive respect and care by the staff of the [Church Name], and each donor and prospective donor can have full confidence in the mission and the gift process of our church. Therefore, donors have to the right to:

1. Be informed of the mission of the [Church Name] its intentions for use of donated resources and its capacity to use donations effectively for their intended purposes.
2. Be informed of the identity of those serving on [Church Name]'s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

3. Have access to [Church Name]'s most recent financial statements.
4. Be assured that each gift will be used for the purposes for which it was given or to receive an explanation of the reasons the gift is unable to be accepted.
5. Receive appropriate acknowledgement, recognition or anonymity in accordance with the donor's wishes.
6. Be assured that information about each gift is handled with respect and confidentiality.
7. Expect that all relationships with individuals representing [Church Name] will be professional in nature and supportive of the donor's relationship with the church.
8. To be informed whether those seeking donations are volunteers, employees of [Church Name] or hired solicitors.
9. To feel free to ask questions when making a gift and to receive prompt, truthful and forthright answers.

**SIGNATURES**

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[Church Name] Financial Advisor

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Senior Pastor*

\_\_\_\_\_

*Date*

Date Revised: \_\_\_\_\_