



**BOYS & GIRLS CLUBS
OF WESTERN LANE COUNTY**

**DONOR PRIVACY POLICY & DONOR
BILL OF RIGHTS**

CATEGORY: Financial	APPROVED : April 1, 2017
APPROVING AUTHORITY: BGCWLC Board of Directors	LAST UPDATE: April 2, 2017
CONTACT: Board Treasure	NEXT REVIEW: April 1, 2018



Donor Privacy Policy Template + Donor Bill of Rights

Your trust and confidence are important to us. The Boys & Girls Club of Western Lane County believes in safeguarding personal information and ensuring that privacy is respected and protected for donors, all youth, volunteers, vendors and members of the Alumni & Friends Association. We will use personal information to keep donors, friends, vendors, volunteers and alumni informed of our activities including our programs, special events and funding needs.

At The Boys & Girls Clubs of Western Lane County, (“The Club”, “BGCWLC”, “we”, “us” or “our”), our fundamental philosophy is “site visitors first.” That value drives all the decisions we make, including how we gather and respect your personal information. We’ve crafted this Donor Privacy Policy to be as clear and transparent as possible because we know that you care about how information you provide to us is used and shared.

This Donor Privacy Policy applies to all information received by The Boys & Girls Clubs of Western Lane County, both online and offline, on any Platform, (“Platform”, includes The Boys & Girls Clubs of Western Lane County website, mobile applications, and social media), as well as any electronic, written, or oral communications.

Acceptance of Terms

By visiting The Boys & Girls Clubs of Western Lane County and/or using our Services, you agree to the terms of this Donor Privacy Policy and our accompanying Terms of Use.

We respect all requests to remain anonymous. We will always provide an “opt-out” procedure for donors and others who receive such materials to request that their names be deleted from similar mailings, phone calls, or electronic communications in the future. Donors, friends, volunteers and alumni may contact **The Club on 541-902-**

0304 at any time and we will gladly accommodate your preferences. Individuals may choose to opt out of electronic communication including emails. Individuals may also request that their record be flagged as “Do Not Call”. BGCWLC will honor all or a combination of these “opt out” preferences.

DONOR INFORMATION

Sharing

The Boys & Girls Club of Western Lane County will not sell, trade, rent or exchange its donor list and donor's personal information with any other organization.

The Boys & Girls Club of Western Lane County will not sell, trade, rent or exchange any donor lists from any other Boys & Girls Clubs.

The Boys & Girls Club of Western Lane County never sends out mailings on behalf of other organizations.

The Boys & Girls Club of Western Lane County expects vendors to uphold privacy guidelines. If data is shared, a Non-Disclosure Agreement will be entered into with the vendor and the sharing of data is prevented by contract stipulations that are present in contacts between The Boys & Girls Club of Western Lane County and our vendors.

Collection of Data

The Boys & Girls Club of Western Lane County collects personal data through event registration, email subscription, online donation services, postal mail, wire transfer, phone and other electronic means. We only collect this information when users submit it voluntarily or through the public domain. If a user prefers not to submit such information online, they may contact The Club on 541-902-0304 to determine an appropriate channel to transmit this information.

From these services, we may collect a person's first name, last name, email address, company, position, secondary email address, address, city, state, zip code, and phone numbers (home, work, or mobile). We may collect event-specific information pertaining to a person's attendance, meal preferences and guests. We may collect the provided name and email of a spouse, contributor or foundation to facilitate the recognition for a gift. This confidential information is kept on file for IRS purposes.

The Boys & Girls Club of Western Lane County complies with CANSPAM and at any time donors, volunteers, alumni and friends may “opt- out” or be removed from our contact lists and can unsubscribe to emails. The Boys & Girls Club of Western Lane County will discontinue contact with any person upon oral or written request. For questions regarding our privacy policy or to contact us to make an “opt-out” request, please feel free to contact us at:

Boys & Girls Club of Western Lane County

P.O. Box 739

Florence, OR 97439

541-902-0304

exec@bgcwlc.org

The Boys & Girls Club of Western Lane County will maintain an electronic record in our database of all requests for discontinuance of contacts. Oral requests will be recorded in writing by The Club staff and will then be permanently recorded in the electronic donor database.

INTEGRITY & SECURITY

The Boys & Girls Club of Western Lane County employs commercially reasonable managerial and technical measures to help protect the security and integrity of the personal information it collects online through this site. You acknowledge, however, that no data transmission over the internet can be guaranteed 100% secure. As a result, while BGCWLC strives to protect your personal information, BGCWLC cannot ensure the security of any information you transmit to and from this site.

Payment Processing

The Boys & Girls Clubs of Western Lane County uses a vendor to process credit card payments and/or donations made through this Site and to stored associated payment data, so BGCWLC does not directly collect such credit card information, nor does BGCWLC store or have access to credit card information for processing payments.

Storage of Data

Donor information is maintained in a password protected, secured database. Only authorized personnel have access to this information and only for appropriate business purposes. This information is shared with board members and authorized staff, only on a confidential and need-to-know basis.

Online Security and Enforcement

The Boys & Girls Club of Western Lane County has an online donor privacy policy. The policy may be viewed here www.bgcwlc.org Online Donor Privacy Policy. This is a summarization of key points.

When we transfer, and receive certain types of sensitive information such as online donations and account information, we direct visitors to a secure server, which communicates via SSL encryption and which has been designed to reduce the possibility of interception and hacking. You'll know that you're in a secure area of our website when the "http" portion of The Boys & Girls Club of Western Lane County website address in your browser changes to "https." The "s" stands for "secure." "We operate secure data networks protected by industry standard firewall and password protection systems. Our security and privacy policies are periodically reviewed and enhanced as necessary. Only authorized individuals, whom are required to comply with our privacy policy, have access to the information provided by our customers.

Cookies - "Cookies" may be used in connection with BGCWLC's digital properties, for targeted remarketing. A cookie is a small amount of identifier data that is sent to your browser from a web server and stored on your computer's hard drive. By using cookies, information is potentially collected without your express knowledge. Most browsers are initially set to accept cookies but permit you to change the setting to refuse cookies or to be alerted when cookies are being sent. While refusal to accept, cookies will not prevent the use of some portions of this site, other portions of this site may not function properly without cookies. You can reject cookies or cancel them by instructing your Web browser accordingly.

IP addresses - BGCWLC may also collect IP addresses, domain names, and similar items regarding users of this site to measure the number of visits, pages visited, average time spent on this site, and similar items. BGCWLC may also use your IP address to diagnose problems with our server, to administer our website and for statistical metrics used to track website visitor traffic.

Credit Cards - The Boys & Girls Club of Western Lane County is compliant with The Payment Card Industry Data Security Standard (PCI DSS). This is a set of requirements designed to ensure that ALL companies that process, store or transmit credit card information maintain a secure environment. Essentially this includes any merchant that has a Merchant ID (MID).

The Payment Card Industry Security Standards Council (PCI SSC) was launched on September 7, 2006 to manage the ongoing evolution of the Payment Card Industry (PCI) security standards with focus on improving payment account security throughout the transaction process. At all times efforts are made to protect card numbers.

The PCI DSS is administered and managed by the PCI SSC (www.pcisecuritystandards.org), an independent body that was created by the major payment card brands (Visa, MasterCard, American Express, Discover and JCB). It is important to note, the payment brands and acquirers are responsible for enforcing compliance, not the PCI council. A copy of the PCI DSS is available [here](#).

Annual Report

The Boys & Girls Club of Western Lane County publishes a list of the names of donors over a designated amount in an annual report. Options for anonymous giving and “opt-out” selections are available. Please contact the Executive Director on 541-902-0304 or exec@bgcwl.org for these requests.

BOYS & GIRLS CLUB /YOUTH INFORMATION

Any data maintained by The Boys & Girls Club of Western Lane County is considered confidential and proprietary and will not be shared with third parties without permission. BGCWLC follows the standards set forth above to protect any data received as a result of dues or other payments to The Club.

The Boys & Girls Club of Western Lane County protects any child data in compliance with the Children's Online Privacy Protection Act of 1998. BGCWLC does not intend to collect personal information from children under the age of 13. While we encourage children to visit our site and learn more about our programs, we recommend, however, that parents approve and closely supervise the activity of their children at this and all other online sites. We urge children to check with their parents before entering information on any website and we urge parents to discuss with their children restrictions regarding the online release of personal information to anyone they don't know.

Release of Information

The Boys & Girls Club of Western Lane County will not use pictures or names without a signed consent form.

The Boys & Girls Club of Western Lane County currently requires a signed parental/guardian release when utilizing kid's stories for fundraising or marketing.

The Boys & Girls Club of Western Lane County may use the story of a child and use a fictitious name to protect their privacy.

EVENTS

Event attendee's information

The Boys & Girls Club of Western Lane County may utilize a system to collect information about guests that are seated at event tables. This information may include name, email, company and address.

Guests may follow the “opt-out” options outlined in this policy.

PRIVACY ENFORCEMENT WITH VENDORS

If data is shared, a Non-Disclosure Agreement will be entered into with the vendor and the sharing of data is prevented by contract stipulations that are present in contracts between The Boys & Girls Club of Western Lane County and our vendors. We do not authorize these service providers to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements.

The Boys & Girls Club of Western Lane County may also occasionally ask users to complete surveys for research purposes. There also may be services on our website that require you to fill out an online form or send BGCWLC an e-mail message in order to utilize these services. The Boys & Girls Club of Western Lane County collects any information that you provide in such circumstances, including any personal information.

PRIVACY ENFORCEMENT WITH CORPORATIONS/EMPLOYEE GIVING

Some corporations support The Boys & Girls Club of Western Lane County through employee giving programs and campaigns. Generally, these are managed by the corporation and are processed through payroll deduction.

The Boys & Girls Club of Western Lane County seeks permission from the corporation before adding any employees to The Club database.

BGCWLC may share cumulative giving totals, but will not share individual donor/employee names.

Employees may participate in matching gift programs with their employers. Matching gift requests are sent to the corporation for processing with the knowledge of the employee and the appropriate paperwork.

Privacy Practices of Other Sites

This Privacy Policy only addresses the use and disclosure of information the Boys & Girls Club of Western Lane County collects online through this site, not information that we collect through other sources. For your convenience, this site may contain links, or addresses, that you can simply click to open other useful sites where we do not control the content or privacy policy. Carefully review the approach these sites take to your privacy before you use them or provide them with information.

We assume no liability for any unauthorized actions of third parties or accidental transmission errors that may disclose information about you, and The Boys & Girls Club of Western Lane County, is not responsible for these other sites' privacy practices, which may be different from our own privacy practices.

Legal Notice – Boys & Girls Club of America

The Boys & Girls Club of Western Lane County is a separate legal entity from the Boys & Girls Clubs of America, is governed by an independent board of directors, executive committee and is solely responsible for our own affairs, including, but not limited to, matters of safety; compliance with federal, state and local laws; physical facilities; uses of technology, finances; policies and programs and personnel policies and decisions. The Boys & Girls Club of Western Lane County has sole authority to hire, to terminate, to prescribe the duties of and to establish the terms of employment of its employees and officers.

ABOUT OUR PRIVACY POLICY

Privacy Policy Modifications

This privacy policy may revise this Privacy Policy at any time by updating this posting. Please consult this Privacy Policy regularly. This policy was last updated in April 2017.

Donor Bill of Rights

This was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

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:

- 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 acknowledgement 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 donating and to receive prompt, truthful answers.