

5481 Donor Privacy Policy

Purpose

The purpose of this policy is to ensure the confidentiality and protection of personally identifiable data about donors collected by Catholic Charities, Inc. – Wichita (CCW). This policy outlines how donor data is collected, used, stored, and protected in accordance with applicable laws and ethical standards.

Scope

This policy applies to all staff, volunteers, contractors, and board members who have access to donor information at CCW.

Policy Statement

Catholic Charities, Inc. – Wichita (CCW) is committed to maintaining the confidentiality of donor information. All gifts to CCW will be considered public knowledge unless otherwise requested by the donor. CCW does not share, sell, or trade donor information with any third parties without the donor's explicit consent. Donor records are maintained in secure systems with access limited to authorized personnel only. All donor personally identifiable data and gift amounts are considered private. Their names may be published unless the donor requests confidentiality.

Types of Information and Data Storage

Personal Information

Personal information, such as names, contact information, and addresses are stored in the donor database, a secure, limited access database designed for fundraising.

Payment Information

Catholic Charities Development Office does not store or keep copies of donor credit cards, social security numbers, or debit cards or checking or saving account numbers in its database or on any printed materials mailed, called in or emailed to staff. All donations transactions must comply with Payment Card Industry Data Security Standard (PCI DSS) requirements.

Use and Disclosure of Personal Information

- We will not sell, trade, or share personal information collected on our website or through any other business activities with anyone else.
- We will not send mailings on behalf of other organizations.
- We will only share personal information if given specific permission.
- We will collect payment information, billing address and other information necessary to process a donation or event registration.

Donor Rights

Donors have the following rights regarding their personal information:

- The right to access their data upon request.

- The right to request corrections to inaccurate or outdated information.
- The right to opt out of communications from CCW at any time.
- The right to request that their data be deleted, subject to legal and operational constraints.

Responsibilities

The Development Office is responsible for implementing and maintaining procedures to protect donor information. The Executive Director is responsible for ensuring compliance with this policy.

Review and Revision

This policy will be reviewed annually by the Development Office and updated as necessary to reflect changes in legal requirements or organizational practices.

Related Policies and Procedures

- Website Privacy Policy
- Confidentiality Agreement

Procedures

Anonymous Gifts

- Donors may request anonymity, and such requests will be honored in all public communications and acknowledgments.
- Donor confidentiality requests will be documented in the database.

Access to Donor Data

- Donor data will be used solely for internal purposes such as processing donations, issuing receipts, and communicating organizational updates.
- Access to donor information is restricted to staff members who require it to perform their duties.
- If a donor requests access to the data we have about them, make an appointment for them to come in and meet with a Development staff member and reserve a room and time to go over the data section by section with the donor. Verify their identity and address before sharing the information in the database. Information cannot be given or verified over the telephone.

Confidentiality Agreement

- All staff handling donor data will be held to confidentiality agreements per the employee handbook.
- All volunteers handling donor data will be held to confidentiality of data per agency volunteer agreements.

Data Breaches

- Any data breaches or unauthorized disclosures must be reported immediately to the Executive Director, who will determine the level of the breach and the requirements for notification.