

## **Donor Privacy Policy**

### **Health In Harmony, Inc.**

This is an official policy approved by Health In Harmony (“HIH”) Board of Directors on 3 May 2011 and last revised on 29 May 2018.

Health In Harmony (HIH) maintains the highest level of respect for the privacy of its donors and supporters. Toward that end, HIH has developed this **Donor Privacy Policy** to clarify what data we collect and how it is used and guide volunteers and staff on how they may and may not use personal donor information.

#### **What information we collect**

HIH collects and uses various personal information given to us by donors and supporters that includes: amounts and dates donated, address, telephone number, donor comments, mail and e-mail address, and notes from personal interactions, which may include other identifying information.

Tax laws in the United States and the Commonwealth of Massachusetts require HIH to keep contact information and contribution level of donors on file.

#### **How we use and store donor information**

HIH will not sell, trade, or rent donor names, mailing addresses, email addresses, telephone numbers, or other information, with other organizations or individuals. HIH staff, board members, and volunteers will have access to donor information only as-needed and will keep this information confidential as outlined in our Employee Handbook and Confidentiality Agreement.

When giving, donors have the option keep their gift anonymous. All information given on our website or donation forms is optional, and by entering your information, you are consenting to your personal information being stored in our secure, external donor database until you request that it be removed. HIH will use your personal information to process your donations, regularly communicate regarding your gift, and periodically solicit future donations. The legal basis for this processing and collection of information is consent and status as a 501(c)3 non-profit organization.

We use any mail and email addresses you provide for regular newsletters, reports, and periodic marketing or solicitation. You may request to remove your email and/or mailing address from our list at any time, and we will remove you immediately upon receipt.

Once a year HIH may publish a list of donors in its annual report by giving level.

## **Financial information**

HIH staff, board members, and volunteers will have access to donor financial information (donation records and payment information) only as-needed and will be bound by this Privacy Policy, our Employee Handbook, and our Confidentiality Agreement.

## **Contact us**

For questions or comments regarding this Donor Privacy Policy, please email [info@healthinharmony.org](mailto:info@healthinharmony.org) or write to:

3804 SE Belmont Street  
Portland, OR 97214

Or call: +1-503-688-5579

## **Removing or updating your information**

Please contact HIH by one of the methods above or by clicking the link in any of our emails to remove your name from the HIH mailing list. Note that our email and mail lists are separate, please clarify if you would like to be removed from one or both of our lists.

You may also update your information we have on file or remove your record (with the exception of donation records) from our database entirely with us at any time by the methods listed above.

## **Donor Bill of Rights**

HIH subscribes to 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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- 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.

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

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).