

# Community Food Banks of South Dakota

## Donor Privacy Policy

The Community Food Banks of South Dakota maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor your rights, we have developed this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time.

### Policy

#### What information we collect:

The Community Food Banks of South Dakota collects and uses various personal information from donors that includes: amount donated, address, telephone number and any donor comments.

#### How we use that information:

The Community Food Banks of South Dakota will endeavor to never publish, sell, trade, rent or share names (unless released for publication), e-mail or mail addresses, or telephone numbers of our donors. The Community Food Banks of South Dakota will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of the Community Food Banks of South Dakota
- Internal analysis and record keeping

We allow donors the option to have their name publicly associated with their donation unless the donor explicitly chooses to remain anonymous. In all other cases the Community Food Banks of South Dakota will assume all donations are not to be publicly announced unless the donor explicitly indicates otherwise. Comments provided by donors via email, fax or telephone will be kept ly confidential.

#### Financial information:

All access to donor financial information is strictly limited to professional staff who need to process that data. Such data and information will not be given to any person, organization or group that does not need to access that data.

Donations to the Community Food Banks of South Dakota will remain in a locked fire safe file cabinet until deposited into a bank account. This provides a certain level of security and confidentiality.

## Contact us:

If you have questions about this Donor Privacy Policy or if you wish to be removed from our postal/ e-mail contact lists, please email [stephanie@sdfoodbanks.org](mailto:stephanie@sdfoodbanks.org) or write to:

Community Food Banks of South Dakota  
3511 N. 1<sup>st</sup> Avenue  
Sioux Falls, SD 57104

## **Donor Bill of Rights**

The Community Food Banks of South Dakota 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:

1. 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.
2. 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.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.