

## **CONGREGATION B'NAI ISRAEL DONOR PRIVACY POLICY**

Congregation B'nai Israel (CBI) respects the privacy of our donors and is committed to protecting the personal information that we gather and maintain regarding those donors. The Board of Trustees of CBI has adopted the following Donor Privacy Policy to guide our staff and volunteers on how they may and may not use donor personal information.

CBI collects, retains and uses donor's information such as name: address, telephone number(s), email address(es), donation amount, designation and giving history.

CBI uses donor information for the following purposes:

- To administer and maintain donor records
- To thank donors for their gifts
- To distribute gift receipts or statements
- To bill donors for unpaid pledges
- To facilitate fundraising
- To communicate with donors about CBI
- To comply with legal or regulatory requirements

All credit card information entered online is through a secure page sent to CBI and processed by our staff. Once an online donation is submitted secure measures are in place to ensure that a donor's credit card information is not compromised.

**We do not sell, share or trade our donors' personal information with any other organization.**

As part of our donor recognition efforts, CBI may publicize donor names through its newsletter, website, and promotional materials (sponsorships). Generally, the specific gift amount will not be identified, but the donor may be recognized under the level of giving category appropriate to their donation. Donors always have the option of remaining "anonymous".

Access to donor information is limited to CBI staff needed to process data. Board members, Development Committee members, and all fund raising committee members may be given the names of donors, donor history and the amount of gift if needed to fulfill their responsibilities. All board members, volunteers and staff are required to maintain the confidentiality of donor information.

CBI reserves the right to change the Policy at any time, but only with the approval of the Board of Trustees.

Approved on October 24, 2016 by the Development Committee of Congregation B'nai Israel.

Approved on December 13, 2016 by the Board of Trustees of Congregation B'nai Israel.