

SAY SAN DIEGO – DONOR PRIVACY POLICY

Purpose

This privacy policy articulates the principles, actions and beliefs of Social Advocates For Youth, San Diego Inc. (SAY) with regard to the information collected, retained and used related to our donors, volunteers, prospects, and affiliated agencies and organizations. This policy is intended to guide the actions of SAY employees, volunteers, contractors and authorized representatives.

This information includes:

1. Personal information obtained from donors, volunteers and prospects through pledge cards, letters, surveys, applications, and other forms, in writing, in person, by telephone, or electronically (e.g. name, address, employer, birth date, credit card number, family members, interests, etc.).
2. Individual information may also be collected about donors, volunteers and prospects' present and past giving history, volunteer activity, committee service, information from public documents and reports, and any other interactions an individual may have had with SAY.

Policy

We value our donors, volunteers and prospects (hereafter referred to as our "supporters") and take their privacy seriously. We will respect the privacy of the personal and organizational information that we are privileged to have about our supporters. Our commitment to respect the privacy of our supporters extends to how we obtain, use, protect and share information about them. This privacy policy is intended to be applied in conjunction with related SAY policies, including, but not limited to, the Donor Bill of Rights.

Principles, Actions, and Beliefs

- We do not sell supporter information.
- Without the supporter's consent, we do not provide personal information to organizations or individuals outside SAY.
- We require any person or organization providing services to SAY to protect the confidentiality of supporter information.
- We will hold strictly confidential all information concerning donors and prospects, including names, addresses, names of beneficiaries, nature and value of estates, amounts of provisions or gifts, etc., unless a donor or prospect grants permission to use selective information for purposes of referral, testimonial, example, recognition, or publicity.
- SAY may, from time to time, publicly acknowledge donors by name only in newsletters, annual reports, and other SAY publications.
- We have procedures in place to limit access to information to those employees and volunteers who need to know such information in order to fulfill our mission.

- We educate our employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information.
- We will use our best efforts to comply with the expressed wishes of any supporter who does not want her/his name used in any promotional material, wishes her/his name removed from solicitation lists, or wishes to have gifts or services be anonymous.
- We will collect, use and share information about our supporters among employees and volunteers only on a needs-to-know basis and for the sole purpose of carrying out SAY's mission.
- If you would like to request additional information about the organization, have your name removed from our lists, request anonymity, or otherwise communicate with us use the contact below:
 - Associate Executive Director
 - 8755 Aero Dr., Suite 100
 - San Diego, CA 92123
 - Tel: 858-565-4148; Fax: 858-565-4178
 - Email: Sylvia@saysandiego.org

SAY San Diego: A Donor Bill of Rights

1. The right 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. The right 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. The right to have access to the organization's most recent audited financial statements.
4. The right to be assured their gifts will be used for the purposes for which they were given.
5. The right to receive appropriate acknowledgement and recognition or to remain anonymous if desired.
6. The right to be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. The right to expect that all relationships with individuals representing SAY will be professional in nature.
8. The right to be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. The right to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.