



Donor Privacy Policy

1. PURPOSE

Fort Collins Habitat for Humanity adopts this policy to help protect employees, customers, donors, contractors and the organization from damages related to loss or misuse of sensitive information. This policy will:

- Define sensitive information
- Describe the physical security of data when it is printed on paper
- Describe the electronic security of data when stored and distributed

2. SCOPE

This policy applies to employees, contractors, consultants, temporaries, and other workers at the organization, including all personnel affiliated with third parties.

3. POLICY

3.1. Definition of Sensitive Information

Sensitive information includes the following items whether stored in electronic or printed format:

3.1.1. Personal Information – Sensitive Information consists of personal information including, but not limited to:

3.1.1.1. Credit Card information, including any of the following:

- Credit Card Number (in part of whole)
- Credit Card expiration date
- Cardholder name
- Cardholder address

3.1.1.2. Tax Identification numbers, including:

- Social Security number
- Social Insurance number
- Business Identification numbers
- Employee Identification number

3.1.1.3. Payroll information, including, among other information:

- Paychecks
- Pay stubs
- Pay rates

3.1.1.4. Cafeteria Plan Check Requests and associated paperwork

3.1.1.5. Medical information for any Employees or Customers, including but not limited to:

- Doctors names and claims
- Insurance claims
- Prescriptions
- Any related personal medical information

3.1.1.6. Other personal information belonging to Customers, Employees, Donors, and Contractors, examples of which include:

- Date of Birth
- Maiden name
- Customer number
- Giving history

3.1.2. Donor Information

3.1.2.1. Privacy and Security

Fort Collins Habitat for Humanity is committed to respecting the privacy of donors; therefore, we do not lend, sell, or rent mailing or email lists of our donors or participants personal information to any third party. Donor information is maintained in a secured database, and only authorized personnel have access to this information and only for appropriated business purposes. Names, addresses, phone numbers, or credit card information will not be used outside of our organization. A donor may choose to remain anonymous at any time. We subscribe and adhere to the Association of Fundraising Professionals (AFP) Bill of Rights, which may be viewed online at www.afpnet.org. Donors may remove their information from our database by clicking the “unsubscribe” link, or by contacting our office at 970-488-2606.

3.1.2.2. How we use personal information

Fort Collins Habitat for Humanity uses personal information (a) to acknowledge and provide a tax receipt for donations; (b) to respond to donor inquiries or questions about our services; (c) for internal marketing purposes and as part of Fort Collins Habitat for Humanity’s donor database.

3.1.3. Corporate Information – Sensitive corporate information includes, but is not limited to:

3.1.3.1. Company, employee, customer, vendor, donor, supplier confidential, proprietary information or trade secrets.

3.1.3.2. Proprietary and/or confidential information, among other things, includes: business methods, customer utilization information, retention information, sales information, marketing and other Company strategy, computer codes, screens, forms, information about, or received from, Company’s current, former, and

prospective customers, sales associates or suppliers or any other non-public information. Proprietary and/or confidential information also includes the name and identity of any customer, vendor, donor, and the specifics of any relationship between and among them and the organization.

- 3.1.4. Any document marked “confidential,” “sensitive,” “proprietary,” or any document similarly labeled.
- 3.1.5. The organization personnel are encouraged to use common sense judgment in securing the organization’s confidential information to the proper extent. If an employee is uncertain of the sensitivity of a particular piece of information, they should contact their supervisor/manager.