

# **Children’s Village Donor Privacy Policy**

Thank you for your donation to Children’s Village. As a Children’s Village donor, you have entrusted to our care not only your charitable gifts, but your personal information as well. Children’s Village has adopted this policy to explain how we treat personal information shared with us. Please let us know if you have any questions or concerns.

## **What We Collect**

Children’s Village collects from donors your name, mailing address, email, and phone number, as well as the payment amount, any gift restriction, donor’s relationship to Children’s Village, and method of payment. Your provision of this information is voluntary. We collect and retain this information as part of our donor history records in order to expedite the completion of contribution transactions, provide charitable gifting tax information, and facilitate donor recognition. We also use this information for our financial recording and tax reporting purposes. When payment is made by credit card, we also collect for processing purposes—but do not retain—complete credit card numbers.

## **Donor Privacy Policy**

Children’s Village does not release donor information to third parties unless authorized by the donor. We **do not sell or otherwise share** donor information. We educate our employees and volunteers on the importance of protecting the privacy and security of confidential information. We also limit access to any donor information to those who require it to perform their jobs.

Within Children’s Village, we maintain physical, electronic, and procedural safeguards in keeping with industry standards and practices. We review and adjust these safeguards regularly in response to advances in technology.

We publish the names of certain donors (*e.g.*, businesses and charitable foundations) on our website’s “Our Supporters” page with their consent. Donors can request that their names be removed from this page by contacting Children’s Village directly.

Children’s Village exercises special caution to protect the identity of donors who wish to remain anonymous. The names of all anonymous donors, as well as other identifying information, are withheld on all donor-related documents.

## **Online Donations**

Children’s Village accepts online donations via the “Donate” page of its website. Donors can donate via credit card and/or PayPal. Online donations via credit card are transmitted to a secured server using encryption technology. When you use PayPal, your financial information is not shared with us. Once the donation is processed, PayPal notifies Children’s Village and provides donor’s name, email address, receipt identification number and mailing address. Please review PayPal’s Terms of Use and Privacy Policy to understand how PayPal handles your information.

## **Changes of Privacy Policy**

Children's Village reserves the right to change our policy at any time with respect to any information collected following the posting of our revised privacy policies, and also reserves the right to change our privacy policy with respect to all information collected to conform to state or local legal requirements as those requirements may change from time to time. Any such change to conform to state or local legal requirements will not result in a lessening of the extent of privacy protection afforded to the information which we have collected prior to the date of the change in policy, except to the extent required by law.

## **Donor Bill of Rights**

Children's Village endorses to the guidelines set forth in the [Donor Bill of Rights](#) developed by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE) and The Giving Institute: Leading Consultants to Non-Profits:

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 ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

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

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