

Wright Dunbar, Inc. Donor Privacy Policy

Wright Dunbar, Inc. is committed to protecting the privacy of our donors. Wright Dunbar, Inc. does not sell, trade or rent personal information about our donors with third-party organizations.

Data Collection

Wright Dunbar, Inc. may collect personal data about donors for a number of reasons:

- to administer and maintain accounts relating to donations;
- to facilitate fundraising;
- to communicate with donors and potential donors concerning the organization and its programs/services; and
- to comply with legal and regulatory requirements.

Such personal information may include: name, address, phone number, e-mail address and credit card number when a donor voluntarily provides it to us. In addition, Wright Dunbar, Inc. keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used to analyze overall giving patterns in order to make more accurate budget projections.

Recognition and Reporting

Wright Dunbar, Inc. may publish an alphabetical listing of donors in its annual report. In all other cases, donations are not to be publicly announced unless the donor explicitly indicates otherwise. However, unless desired by the donor, the organization will not disclose the amount of such gifts, except where required by law. Data on donors and donation amounts may be aggregated and stripped of identifying information for reporting purposes without the explicit consent of the donors.

Safeguards

Office policies are in place to safeguard donor information, including:

- Physical measures, including restricted access to office files.
- Organizational measures, such as security clearances and limiting access on a "need to know" basis.
- Technological measures, such as the use of passwords and encryption.

Individual records are kept only as long as necessary to fulfill the purpose for which they were collected and to comply with applicable laws.

Opt-out policy

An individual may withdraw his or her consent to collection, use or disclosure at any time, subject to legal or contractual restrictions and reasonable notice. Wright Dunbar, Inc. makes reasonable efforts to keep donor files complete, up-to-date, and accurate. Donors who wish to access, update or correct personal contact information, remove themselves from our mailing list or discuss a privacy concern with us can contact the Director of Development by phone 937.443.0249 or via e-mail at info@wright-dunbar.org.