

# *Big Brothers Big Sisters of the Greater Sacramento Area*

## **DONOR PRIVACY POLICY**

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Big Brothers Big Sisters of Greater Sacramento is a 501(c)(3) non-profit organization. All contributions are tax deductible, as allowable by law. Donors should always defer to their tax professional for specifics regarding tax deductibility of cash and in-kind gifts, as auction purchases, event tickets, etc. may not be 100% deductible. For a copy of our most recent annual report, please phone (916) 646-9300, email via [info@bbbs-sac.org](mailto:info@bbbs-sac.org), or write to Big Brothers Big Sisters of Greater Sacramento at 800 Howe Avenue, Suite 440 Sacramento, CA 95825

### **POLICY**

Big Brothers Big Sisters of Greater Sacramento is committed to respecting the privacy of its donors, whether the donation is made online, by mail or any other method. We protect your personal and financial information and do not sell, share or trade our donors' information with any other entity. Our commitment to privacy includes how we obtain, use, protect, and share information. This privacy policy is in conjunction with the Donor Bill of Rights, below.

### **OBTAINING INFORMATION:**

Big Brothers Big Sisters of Greater Sacramento collects and uses personal information such as name, address, phone number, and email address when an individual/organization voluntarily provides it to us. We will not sell, trade or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations without specific permission from the donor. Contributing individuals and organizations are traditionally listed by name in publications such as our annual reports, but we honor requests from those who wish to be listed as Anonymous.

Big Brothers Big Sisters of the Greater Sacramento Area has vendors that assist with processing and managing donations and donor data. We give these vendors access to donor data. Our vendors are bound by strict confidentiality rules and are permitted to use donor data only to support Big Brothers Big Sisters of the Greater Sacramento Area operations.

Big Brothers Big Sisters of the Greater Sacramento Area keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used by the Development Department to analyze overall giving patterns for future budget projections and for future engagements with the donor. Donor email address will also be added to our mailing lists for newsletters and future communications. To remove yourself from the email communications, please select unsubscribe or contact us directly.

To review or correct your personal contact information or to make changes to your recorded preferences (i.e. receipt of mailings and acknowledgements), please phone (916)646-9300 email via [info@bbbs-sac.org](mailto:info@bbbs-sac.org), or write to Big Brothers Big Sisters of Greater Sacramento at 800 Howe Avenue Suite 440, Sacramento, CA 95825.

Many donors use credit cards for donations. We protect the security of credit card transactions using a number of measures such as encryption, access controls, network firewalls, and physical security. These measures make it extremely difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use encryption and other appropriate security measures.

### ***DONOR BILL OF RIGHTS:***

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is essential to community 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, Big Brothers Big Sisters of the Greater Sacramento Area declares that all donors have these rights, modeled after the Association of Fundraising Professionals' Donor Bill of 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 intended purposes.
- II. To be informed of the identity of those serving on the organization's Board of Directors.
- III. To expect the Board to exercise prudent judgment in its stewardship responsibilities.
- IV. To have access to, upon request, the organization's three most recent audited financial statements and IRS Statements 990, the organization's nonprofit IRS 501(c)(3) determination letter, and any other documents as set forth in the IRS's guidelines {IRC 6104} regarding contents of nonprofit organizations' public inspection files.
- V. To be assured their gifts will be used for the purposes for which they were given.
- VI. To receive appropriate acknowledgement and recognition. Big Brothers Big Sisters of the Greater Sacramento Area policy is that all cash and in-kind gifts with values over \$10 are acknowledged in writing, with a letter usable for tax purposes.
- VII. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided bylaw.
- VIII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- IX. To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
- X. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- XI. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

These policies are subject to change, with or without notice, by a vote of Big Brothers Big Sisters of the Greater Sacramento Area's Board of Directors.