

PUTNAM COUNTY COMMUNITY FOUNDATION

Public Policy



POLICY 9.01 – Communications: Privacy Policy

I. POLICY

The Putnam County Community Foundation (the “Foundation”) is committed to maintaining the confidentiality, integrity, and security of personal information entrusted to us by all persons and organizations. The Foundation works hard to preserve the privacy of its constituents and to ensure that their preferences are honored. Additional information about this policy and the practices of the Foundation regarding constituent privacy are outlined in the Privacy Statement

II. PROCEDURES

A. Collecting Information

Constituents’ personal information is voluntarily provided through correspondence, phone calls, and meetings. If necessary, the Foundation may utilize other resources to gather contact information as needed.

B. Sharing Information

- i. Information about constituents is provided in several Foundation publications including the annual report. Donors will be publicly recognized on the Donor Honor Roll list unless instructed not to do so. Personally identifiable information such as birthdates, financial information, contact information, etc. will not be publicly disclosed.
- ii. The Foundation will comply with all laws which require sharing information about current and former donors with government agencies or authorized third parties under certain circumstances. The Foundation may share information with authorized third parties for valid and legal business reasons.
- iii. Additionally, pertinent stakeholder information may be shared with designated Fund Advisors including contact information and donation details for the purpose of tracking incoming and outgoing funding and appropriately stewarding donors. For members and donors of Giving Circles, donation amounts may be included in the information provided to Fund Advisors.
- iv. The Foundation will not sell, rent, loan, or otherwise share any personally identifying information with any individual or organization outside of the Foundation for any reason.

C. Protecting Information

The Foundation will make every effort to protect constituent data and safeguard it from unauthorized parties. Access to personally identifiable information will be restricted to those associates who need to know that information to provide services. All records shall be maintained in accordance with additional Foundation policies.

D. Online Considerations

The Foundation does not collect personally identifiable information about persons visiting its website nor does it use cookies to collect, store or track visitor information.

E. Constituent Preferences

Constituents wishing to be removed from communications lists or remain anonymous on the Donor Honor Roll or other constituent lists may contact the Foundation to update their preferences. The Foundation will honor the constituent’s preferences to the best of its abilities.