

DONOR PRIVACY POLICY

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ARTICLE I – PURPOSE

The purpose of this Donor Privacy Policy ("Policy") is to affirm The Foundation at Mountain Pacific's ("Foundation") commitment to protecting the privacy, confidentiality, and trust of its donors.

The Foundation recognizes that donors have the right to expect their personal and financial information will be collected, maintained, used, and protected responsibly. This Policy establishes the Foundation's commitment to safeguarding donor information while supporting ethical fundraising practices and compliance with applicable laws and regulations.

This Policy shall be administered in conjunction with the Foundation's Gift Acceptance Policy, Gift Processing and Receipting Procedure, Document Retention and Destruction Policy, Conflict of Interest and Duality of Interest Policy, and other applicable Foundation policies.

ARTICLE II – COLLECTION OF DONOR INFORMATION

The Foundation collects only the information necessary to process charitable contributions, administer donor relationships, comply with legal and financial obligations, and support its charitable mission.

Information collected may include:

- Name
- Mailing address
- Email address
- Telephone number
- Donation history
- Fund designations
- Tribute or memorial information
- Payment information necessary to process contributions
- Communication preferences
- Other information voluntarily provided by the donor

The Foundation will make reasonable efforts to collect only information that is relevant and appropriate for Foundation operations.

ARTICLE III – USE OF DONOR INFORMATION

Donor information may be used to:

- Process charitable contributions.
- Issue gift acknowledgments and charitable contribution documentation.
- Maintain donor records.
- Communicate with donors regarding Foundation programs, fundraising initiatives, stewardship activities, and events.
- Respond to donor inquiries and requests.
- Comply with legal, financial, accounting, and tax requirements.
- Support strategic fundraising and donor stewardship activities.

Donor information shall be used solely for legitimate Foundation purposes.

ARTICLE IV – CONFIDENTIALITY OF DONOR INFORMATION

The Foundation respects the confidentiality of all donor information.

Personally identifiable donor information shall be accessible only to individuals who require access to perform legitimate Foundation responsibilities.

All individuals with access to donor information are expected to protect its confidentiality and use such information only for authorized Foundation purposes.

ARTICLE V – DISCLOSURE OF DONOR INFORMATION

The Foundation does not sell, rent, trade, or otherwise share donor mailing lists or personally identifiable donor information with other organizations for marketing or fundraising purposes.

The Foundation may disclose donor information only when:

- Authorized by the donor.
- Required by law or legal process.
- Necessary to process charitable contributions through financial institutions or third-party service providers.
- Required for independent audits, financial reviews, legal counsel, or other professional services supporting Foundation operations.

Third-party service providers shall be expected to maintain appropriate confidentiality and security protections for donor information.

ARTICLE VI – DONOR COMMUNICATION PREFERENCES

The Foundation respects each donor's communication preferences.

Donors may request to:

- Receive fewer fundraising communications.
- Be removed from solicitation lists.
- Modify communication preferences.
- Limit public recognition of charitable contributions.
- Remain anonymous, when permitted by law.

The Foundation will make reasonable efforts to honor donor preferences promptly and consistently.

ARTICLE VII – DONOR RECOGNITION AND ANONYMITY

The Foundation recognizes that donor recognition is an important component of stewardship while also respecting donor privacy.

Donors may choose to:

- Be publicly recognized.
- Receive recognition using a preferred name.
- Decline public recognition.
- Remain anonymous.

The Foundation will honor donor anonymity requests to the extent permitted by law and consistent with applicable reporting requirements.

ARTICLE VIII – INFORMATION SECURITY

The Foundation shall maintain reasonable administrative, physical, and electronic safeguards to protect donor information from unauthorized access, disclosure, alteration, or destruction.

Security measures may include:

- Password-protected systems.
- Secure donor management software.
- Restricted access to donor records.
- Secure storage of physical records.
- Appropriate disposal of confidential information.
- Employee and volunteer training regarding confidentiality.

In the event of a suspected or confirmed unauthorized disclosure, breach, or compromise of donor information, the Foundation will take reasonable steps to investigate the incident, mitigate potential harm, and comply with applicable notification requirements.

The Foundation periodically reviews its information security practices to support the protection of donor information.

ARTICLE IX – DONOR ACCESS TO INFORMATION

Donors may request that the Foundation review and update their personal contact information maintained in Foundation records.

The Foundation will make reasonable efforts to correct inaccurate or incomplete donor information upon request.

ARTICLE X – COMPLIANCE

The Foundation is committed to conducting fundraising activities in accordance with applicable federal and state laws, recognized ethical fundraising standards, and donor rights.

The Foundation supports the principles of the Association of Fundraising Professionals (AFP) Donor Bill of Rights and other recognized standards promoting ethical philanthropy.

ARTICLE XI – POLICY AVAILABILITY

This Policy shall be made available to donors upon request and may be published on the Foundation's website as part of its commitment to transparency and accountability.

The Foundation may also publish a website privacy notice addressing online data collection, electronic communications, and website-specific practices.

ARTICLE XII – RELATED POLICIES

This Policy shall be administered in conjunction with the Foundation's:

- Conflict of Interest and Duality of Interest Policy
- Document Retention and Destruction Policy
- Donor Recognition Policy
- Financial Management and Internal Controls Policy
- Gift Acceptance Policy
- Gift Processing and Receipting Procedures

ARTICLE XIII – PERIODIC REVIEW

The Board of Directors shall review this Policy at least every three years and revise it as necessary to reflect changes in Foundation operations, technology, legal requirements, or recognized best practices.

ADOPTION

Adopted by the Board of Directors of The Foundation at Mountain Pacific on this 31 day of August, 2026.