

## **Donor Privacy Policy Statement McWane Science Center**

McWane Science Center will not share, sell, or trade our donors' personal information with any other organization, nor will we send communications to our donors on behalf of other organizations. This policy applies to all information received by McWane Science Center, through both online and offline formats—including written, oral, or electronic communications as well as website transactions.

### **Donor Privacy Policies—Full Policies and Procedures**

McWane Science Center is a nonprofit science and technology museum committed to providing outstanding experiences across the science, technology, engineering, and math spectrum that enhance subject matter literacy, creativity, and critical thinking. Our vision is to excite and inspire inquiry and innovation. All donations solicited on behalf of the agency shall be used to further this mission.

#### **Introduction:**

McWane Science Center is committed to respecting the privacy of its donors. We have developed this Donor Privacy Policy (“Policy”) to ensure donors that their donor information, including all personal information collected, will not be shared, sold, leased, or traded, to other organizations. Use of donor information will be limited to the internal purposes of McWane Science Center and only to further our activities and purposes.

**Information Collected:** The types of donor information collected and maintained are:

- Donor Names
- Names and relationships of those included on donor memberships—if applicable
- Contact information: address, phone number, email address
- Payment/billing information
- Communications between the donor and McWane Science Center: written, oral, and electronic
- Giving history
- History of visits to McWane Science Center
- Potential relationship with other entities—individuals, corporations, foundations, organizations and the like.

#### **How is Information Collected?**

McWane Science Center collects personal information through multiple methods including, but not limited to:

- Online Donation Forms
- Mailed Donation Forms
- Event Registrations
- Individual Recommendations
- Public printed and electronic documentations
- Communications—oral, written, and electronic
- Social Media

#### **How is information used?**

McWane Science Center uses donor information to understand donor needs and provide donors with better service and information. Specifically, McWane Science Center uses donor information to help donors complete a transaction, communicate with donors, and update donors on our activities.

**Removing Name from Distribution List:**

It is McWane Science Center's desire to ensure that all communications sent to our donors are done so because of the desire of our donors. A donor should contact McWane Science Center if he or she wishes to be removed from our distribution list.

**Accountability:**

McWane Science Center is responsible for all donor personal information in our possession. Each staff member shall maintain practices and procedures to ensure compliance with this Policy. Every reasonable precaution shall be taken to protect and preserve the confidentiality of our donors' personal information. Employees, volunteers, agents and authorized service providers of McWane Science Center are individually required to safeguard each individual donor's personal information and are required to sign a confidentiality policy ensuring that they are aware of this responsibility. Any outside contractors or third party service providers are selected with due care and must abide by this Policy. External service providers shall be required to agree to protect any personal information of donors, use it only for the purposes set out in the scope of the contract with the McWane Science Center.

**Financial Information:**

Access to donor financial information is strictly limited to professional staff that is responsible for and trained to successfully process this data. No such data are given to any person, organization or group, who does not need to access to it. In addition, McWane Science Center only uses online payment processing services with sophisticated institutions with their own privacy policies and a reputation for secure processing services. McWane Science Center does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services. If donations are made directly to McWane Science Center—verbally or written—using a credit card, credit card information is stored in a secure and locked location while in use and immediately destroyed following payment completion.

**Overview of Key Policy Procedures:**

- Information about donors and donations is handled with respect and confidentiality.
- We do not exchange, lend, rent or sell our donor lists to third party organizations.
- The personal information you provide when making a donation, purchasing a membership, registering for an event or camp, or as a result of any other transaction will not be disclosed to any unauthorized third parties.
- When you make a donation online, a secure connection is established and your information is encrypted.
- Employees and volunteers of McWane Science Center are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of McWane Science Center and its mission.
- If you provide us with your postal address or email address, you may receive periodic mailings and emails about McWane Science Center, its programs, contribution opportunities, or upcoming events. If you prefer to not receive these mailings, please let us know by sending an email to [mritchie@mcwane.org](mailto:mritchie@mcwane.org) or by calling (205) 714-8219.
- If you have supplied your telephone number online, you may receive telephone contact from us regarding your donation or relationship to McWane Science Center.

**Contacting the Center:**

If you have comments or questions about McWane Science Center's donor privacy policy, please email Margaret Ritchie, Vice President of Development at [mritchie@mcwane.org](mailto:mritchie@mcwane.org) or call (205) 714- 8219.

## Donor Bill Of Rights

**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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit 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 those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To be assured their gifts will be used for the purposes for which they were given.
- IV. To receive appropriate acknowledgement and recognition.
- V. To be assured that information about donations is handled with respect and with confidentiality to the extent provided by law.
- VI. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VII. To be informed whether those seeking donations are volunteers, employees of the organizations, or hired solicitors.
- VIII. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- IX. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

*Developed by American Association of Fund Raising Counsel (AAFRC); Association of Healthcare Philanthropy (AHP); Council for Advancement and Support of Education (CASE) and Association of Fundraising Professionals (AFP).*