

The Friends of Upper Dublin Public Library Donor Data Privacy Policy

The Friends of Upper Dublin Public Library (Friends) values each of our donors and takes their privacy very seriously. To that end, we maintain the highest level of confidentiality concerning our donors' contact and financial information.

Donor information collected and recorded:

The Friends collects the following personal information from our donors: donor name, acknowledgment name (if applicable and different from donor name), amount donated, giving history, street address, telephone number, and email address. No donor checks, credit card numbers, or other financial information are retained in our organization's electronic or hard files after a donation has been processed.

How we use donor information:

Donor information is used for internal purposes only, with the occasional exception of secure, confidential data analysis firms. Only authorized Friends and designated Township representatives have ongoing access to donor information and records. All individuals having access to donor records are required to abide by this policy.

All online donor transactions with the Friends are covered by this policy and are conducted over secure, encrypted portals. Every reasonable effort is made to secure the privacy of donor information online. Access to online data is password-protected and limited to authorized Friends or Friends-designated representatives.

The Friends does not sell donor information. We may periodically share donor transactional history with reputable third-party organizations for analytic purposes. In such an event, no UDPL donors will be added to any external lists.

Donor information is used by the Friends to:

- Process their gift in a timely manner;
- Thank donors for their contribution;
- Inform donors about current and upcoming activities of the Friends or the UDPL, including additional opportunities to support the UDPL;
- Engage donors in shaping our organization's activities and improve communications;
- Track and analyze donor data;

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- Comply with current rules and regulations governing federal 501(c)(3) charitable organizations and Commonwealth of Pennsylvania financial reporting;
- Comply with any reporting requirements related to specific grants or contributions;
- Publicly recognize all donor gifts at the \$500 level and higher in designated materials (unless the donor requests anonymity).

The 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 support, we declare that our donors have these rights:

- To be informed of the Friends' mission, of the way the Friends intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Friends' Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the Friends most recent financial statements.
- To be assured their gifts will be used by the Friends for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition of all contributions to the Friends.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired individuals or companies.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Approved by the Friends of Upper Dublin Public Library Board _____ 9/12/19 _____.