

WOMEN'S RESOURCE CENTER

DONOR PRIVACY POLICY

December 1, 2005

I. PREFACE.

Women's Resource Center is aware of privacy concerns that people have this day and age. We have created this policy so that donors will be aware of what information we may release outside of the charity. Please be aware that we DO NOT just release any information out to the public for any reason.

We have created this policy with the understanding the need to protect the individuals, businesses and agencies that help to support the efforts of Women's Resource Center. This policy may be revised from time to time to reflect changes on how people perceive what a privacy policy should contain.

This Privacy Policy will contain every bit of information that pertains to the privacy of a donor. This policy is to be considered all-inclusive. If it is brought to our attention that something that should be listed is not, it will be considered to have been left out by mistake and considered to be enforced and the policy will be revised to include it.

II. DONOR INFORMATION.

Women's Resource Center collects various types of information from donors. Most of this information is considered non-public and will not be released. Below is a list of information that we may collect in order to successfully process any type of donation received:

- Donors Name
- Daytime Phone Number
- Evening Phone Number
- Mailing Address
- Physical Address
- Credit Card Information
- Bank Information
- Ownership Proof for Property Item Donations (i.e. land, car, building, etc.)
- E-Mail Address
- Other personal information as needed.

This information that is collected is required for someone making a donation to our charity that is not considered a 'Penny Donation', so that we may comply with federal law regarding acknowledgement of a donation.

III. DONATION ACKNOWLEDGEMENT.

Federal law requires that a charity provide a receipt for a donation, if the value is over \$250.00. This allows that donor to use this donation on their taxes. Women's Resource Center, automatically generates a receipt for all donations

The following donor information will be included on the donation receipt:

- Donors Name
- Mailing Address
- Type of Donation
- Value of Donation (if cash, check, credit card or value is appraised by the charity.)
- If donation is via credit card, the last 5 digits of the card number will be shown on the donation line. This is to assist a donor in tracking how they paid for a donation.

IV. NON-PUBLIC INFORMATION.

There is some information that we collect that is non-public information. This information will not be release to the general public and almost no one else, which does not have a legal right to view this information. This information is:

- Credit Card Information
- Bank Information
- Proof of Ownership (unless a legal contest of ownership is presented)
- E-mail Address
- Phone Number(s)
- Mailing Address
- Physical Address

V. ANONYMOUS DONATIONS.

A true anonymous donation is one that is sent to the charity in the form of cash or money order, that does not contain any information on who, where or what provided the donation. This type of donation has no paper trail to track and therefore is considered 'Fully Anonymous'.

A 'Part Anonymous' donation is one that the person/business making the donation that has requested that their information remain private and not accessible to the public. This request is made at the time of donation or anytime there after if the donor wishes.

VI. RELEASE OF INFORMATION TO THE IRS.

The IRS requires the filing of certain forms each year by charities. These forms include the Schedule of Contributors. This form is not always required to be submitted, it depends on the donations received each year by the charity.

Basically this form is used when at least one donor makes a donation (total donations for a year) that has a value of \$5000.00 or more. In this case we would provide a Schedule of Contributors to the IRS with our 990 Tax Forms.

The information that is provided in the Schedule of Contributors includes only the following:

- Donors Name
- Address
- Total Amount (for the year)
- Type of Donation (by person {check, etc.}, payroll, non-cash)

If the donation is a non-cash donation the following information will also be submitted to the IRS on the same form:

- Description of non-cash property
- Fair or Estimated Market Value
- Date Received

We will only provide the needed information that is required by law to the IRS and nothing else.

VII. RELEASE OF INFORMATION TO STATE AGENCIES.

Some states require donor information to be provided by a charity. This basically follows the same guidelines as information released to the IRS. So the above section will apply to this section. Items may be adjusted for each state's filing requirements.

No information other than that required by law will be released to any state.

VIII. RELEASE OF INFORMATION FOR LEGAL REASONS.

Aside from the requirements for certain information to be released to the IRS and state agencies, Women's Resource Center will maintain a strict policy of not releasing donor information to the public at large. If Women's Resource Center is approached and requested to release donor information for legal reasons, the following guidelines will apply:

- The request for donor information must be made by a bona fide law enforcement agency or court, provided that this information is important to an on going investigation. This request for information must be present in the form of a court ordered subpoena or issued warrant. The subpoena or warrant must indicate what information is being requested.
- The request for donor information can also be made by a legal firm, but also must be in the form of a court ordered subpoena. This subpoena must indicate what information is being requested.

IX. RELEASE OF INFORMATION FOR MEDIA RELATIONS.

At times, Women's Resource Center may wish to release limited donor information to the media. To assure the security of the donor, we will never release information without first obtaining permission for the donor first. The information provided to the media will be limited to no more than the donor's name, State, donation type (or amount) and possible city, to be determined by the extent of the donation.

Media Relations does not include the listing of a donor in the charities mailing to members and donors. In these mailings, the information will be limited to the First Initial and Last Name of the donor and the amount of the donation, unless the donor requests to have their complete name listed.

X. RELEASE OF INFORMATION ON OUR WEBSITE.

Women's Resource Center maintains a web site that can include listing of donors to our charity. This site is located at www.womensresourcecenter-wrc.org. Any donor can have the option of not being listed on this site. This site is for general public access to evaluate the extent of support that our charity receives and what ongoing sponsors we have. The information that is provided on this site can include the following:

A. For Individuals:

- First Initial and Last Name (unless requested to have full name listed)
- City [possible]
- State
- Amount of Donation (or type) [possible]
- Years of support

B. For Business:

- Business Name
- Logo
- URL link (website link)
- Amount of Donation (or type) unless listed under a donation category
- Years of support

C. For Government Agencies:

- Name of Agency
- Logo (if provided)
- URL Link (website link)
- Amount Awarded (or type)

XI. ON-LINE DONATIONS

Women's Resource Center is also aware of the concerns from donors about financial information. We maintain a strict policy to protect any financial information, so as to protect a donor from any type of fraud.

On-line donations are processed by Groundspring, a firm we have contracted with to handle all aspect of the donation process. The company's web site is located at www.groundspring.org. Donors can review Groundspring's donor privacy policy at: www.groundspring.org/privacypolicy.cfm .

XII. POLICY REVISIONS

Women's Resource Center reserves the right to revise this policy at anytime without prior notice. All previous versions will be considered null and void with the issuance of a new version. This revision can only be performed with the approval of the Board of Directors.

Women's Resource Center reserves the right to revoke this policy at anytime. To revoke this policy, the Board of Directors must give approval and a notice must be posted on the website for a period of 30 prior to the final revocation.

XIII. DEFINITIONS.

The following is a list of words and their definitions as used in this Privacy Policy. This list is considered to only apply to this Policy and should not be used to determination of definitions for any other Privacy Policies.

- Penny Donation – this would be any donation that is generally made up of loose change or spare cash that someone donates. Most likely collected during a fill the boot driver or when collecting outside of a location such as a Wal-Mart® or grocery store. This type of donation generally does not get a donation receipt.
- Credit Card Information – this is to include the name on the card, the type of card (i.e. Visa, MasterCard), the card number, expiration date, and CVV2 number.
- Bank Information – this is either a photocopy of a check for security purposes or if someone submits a donation using the E-Check format, will include, the account holders' information (name, address, phone, etc.), the bank information (name, address, phone), check number, bank routing number, and account number as shown on the check.
- E-Check – is used to generate a bank draft to present to our financial institution.
- Bank Draft – is a draft created by specialized software. A draft is a non-signature check. Meaning that it looks like a check issued to you by a bank, by instead of your signature, it usually contains a line stated that 'This Draft Has Been Pre-Approved By Your Account Holder' or some similar wording. These are completely legal and have been in use since the 1930's. If you every pay a bill on the phone using a check by phone option, it is the same thing.