

## **Donor Privacy Policy of The Idlewild Foundation, Inc.**

Donors are the most valuable resource of a charity's beneficiaries. The Idlewild Foundation, Inc. ("TIF") maintains the highest level of respect for the privacy of its donors. In furtherance of TIF's commitment to honor your rights, TIF has developed this Donor Privacy Policy to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time.

### **What information we collect**

We collect and use various personal information from donors that includes: amount donated, address, telephone numbers, donor comments and email address. The tax laws in the United States and the State of Florida require us to keep contact information and contribution level of donors on file.

### **How we use that information**

We will never publish, sell, trade, rent or share your name (unless released by you for publication), email or mail addresses, or telephone numbers. We will use, and by donating you grant us permission to use, your contact information (email, telephone number and address) for these four (4) purposes only:

1. Distributing receipts for donations;
2. Thanking you for your donation, informing you about our upcoming fundraising and other activities via newsletters, or for such internal analysis and necessary record keeping;
3. Reporting to relevant U.S. and State agencies (these reports are not for public inspection); and
4. Contacting you about changes to this policy.

Properly anonymized donor information is used for promotional and fundraising activities. We may allow you as donors the option to have your name publicly associated with your donation unless you explicitly choose to be "anonymous" when donating and explicitly and in writing advise us of that. In all other cases, the default position for staff and volunteers is to assume all donations are not to be publicly announced unless the donor explicitly indicates otherwise. Comments given in donor forms may be published in public lists on our website or in social media postings and may be used in promotional materials while comments sent to us via mail, email, fax or telephone are kept strictly confidential.

## **Financial information**

All access to donor financial information is strictly limited to professional staff who need to process those data. TIF uses the services of payment processing services including Regions Bank, ServiceU (parent company, Ministry Brands) to receive credit and ACH processing information, although such service providers may change at times as Idlewild Baptist Church may change its service providers. TIF neither stores or has access to your credit card information, bank account numbers or other account data sent to those processing services. TIF has chosen to use these services due to their extremely high level of security and strong reputations. Checks, money orders and similar methods of payment sent to TIF's office are handled by TIF's professional and trusted staff. TIF cannot guarantee the security of these instruments while they are in the postal system.

## **Contact us**

If you have questions about this Donor Privacy Policy or if you wish to be removed from our email/postal contact lists, then please email [acook@idlewild.org](mailto:acook@idlewild.org) or write to The Idlewild Foundation, Inc. P.O. Box 1757, Lutz, FL 33548.

## **Donor Bill of Rights**

TIF subscribes to 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 as well as a Biblical calling. God has generously given to us from Genesis 1:1 up to today and we are called to be generous believers. 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, TIF declares that all donors have these rights:

1. 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.
2. To be informed of the identity of those serving on the organization's governing board, and to expect such board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.

5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The majority of the text of this policy was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).