

## **Northeast Animals Shelter Donor Privacy Policy**

Northeast Animal Shelter is committed to the highest standards of integrity in its fundraising efforts and to respecting the privacy of its donors, whether the donation is made online, by mail, in person, or by any other method.

NEAS collects and maintains the following types of donor information when you voluntarily provide it to us:

- Contact information such as name, address, telephone number and e-mail address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments, suggestions and correspondence

Confidential donor information is kept on file for IRS purposes. It is also used to analyze overall giving patterns in order to understand donors' interests in our mission and for budget planning purposes.

### Privacy guidelines:

- On occasion, NEAS may share donors' mailing addresses with select nonprofit organizations that care for and provide services to animals. You may opt out of having your information shared by contacting [fundraising@neas.org](mailto:fundraising@neas.org).
- NEAS will never sell, rent, trade or share donors' email addresses with any other organization.
- NEAS will not send mailings to our donors on behalf of other organizations.
- Confidential information may be given to individuals and/or companies who need such information to perform their assigned duties for NEAS. This includes vendors who prepare mailings, analyze and append data, or other uses related to the fulfillment of NEAS's purposes. Our vendors are bound by strict confidentiality rules and are permitted to use donor data only to support NEAS operations.

### Donor Bill of Rights:

NEAS subscribes to the following Donor Bill of Rights which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

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:

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 the 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 acknowledgement and recognition.
6. To be assured that information about their donation 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 or employees of the organization.
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.

If you have any questions or concerns about NEAS's donor privacy policy, please contact [fundraising@neas.org](mailto:fundraising@neas.org)