WASHINGTON STATE
COMBINED
FUND DRIVE

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June 6, 2014

MEMORANDUM OF POLICY

RE: Donor Privacy Policy for the Combined Fund Drive

This statement discloses the privacy practices for the Washington State Combined Fund Drive (CFD).

The CFD is committed to maintaining donor confidence through a strict privacy policy. This statement explains what identifiable information we collect, how it's used and shared, what choices you have in disclosing your information, its security, and how you can correct inaccuracies.

DONOR BILL OF RIGHTS

The Combined Fund Drive firmly believes in 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 equality 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 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 text of this statement in its entirety was developed by the Association of Fundraising Professionals (AFP), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

WHAT INFORMATION WE COLLECT

In order to process donations and payments by donors to the charities of their choice, the CFD must collect certain personal information. This information may include name, type of pledge, amount donated, personal address, telephone number, email address, workplace profile information and any other personal information provided to us ("donor data"). This information is housed in a secure area of the website (a "donor profile"). For donations by check, Donor Data includes the data visible on the check, and is applied to a donor profile with the same donor data.

HOW WE USE THIS INFORMATION

Donor data may be used for the following purposes:

- Distributing receipts and thanking donors for donations (by the CFD or a third party non-profit)
- Informing donors about upcoming fundraising and other activities at the CFD
- Internal analysis, such and research and analytics
- Record keeping
- Reporting to applicable government agencies as required by law

WHO CAN SEE THIS DATA?

Donor data can only be seen by a staff member with the Combined Fund Drive donor's agency payroll office, a Campaign Leader at your specific agency, members of the CFD administrative team and the third party charity that is receiving your donation. Donor Data cannot be shared with agency management, local coordinators with your specific agencies, or third party charities that have not received a pledge from a donor.

OPTION TO REMAIN ANONYMOUS TO OUTSIDE CHARITIES

Our system is equipped with the ability for a donor to choose the option to remain anonymous to outside entities. If a donor chooses to remain anonymous, there will be no opportunity for a third party to view any of their donor data. A donor can select this option at any time.

If a donor chooses to remain anonymous, their data can still be viewed by Combined Fund Drive personnel and the donor's agency payroll office. In such cases, it is the internal policy of the CFD that personnel are not to share this information with any outside third party.

CHANGES TO PERSONAL INFORMATION

Donors are allowed to changes much of their own data, including contact name, email address, physical address, phone number and password information. Payroll information that is collected from the Department of Enterprise Services is completely secure and cannot be changed by CFD personnel, volunteers or charities.

COOKIES

A cookie is a piece of data stored on the user's hard drive containing information about the user. We use cookies to store your login information on your computer. You can access much of our site without cookies, but there are some areas such as your Donor Profile that require cookies. However, we do not use cookies to track your browsing history or match it with your identity for any purpose such as market research or advertising.

SECURITY

This website takes every precaution to protect our users' information. Donor Profile entry uses SSL encryption, and our database uses hashed passwords that no party associated with the Combined Fund Drive can view. The database is not exposed to any outside parties.

LINKS

This website contains links to other sites. Please be aware that the CFD is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information.

CHILDREN'S ONLINE PRIVACY PROTECTION

The Combined Fund Drive strictly abides by the provision written in the Children's Online Privacy Act of 1998 (Sec. 1301-1308). Guidelines of this law can be viewed at http://www.ftc.gov/ogc/coppa1.htm.

APPLICATION OF THIS PRIVACY STATEMENT

This privacy statement applies solely to information collected by this web site (www.cfd.wa.gov).

CONTACT US

For further questions regarding our privacy policy, you can reach the state CFD office at:

Washington State Combined Fund Drive
416 Sid Snyder Ave SW
PO Box 40250
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PHONE: 360-902-4162
EMAIL: cfd@sos.wa.gov

NOTIFICATION OF CHANGES

If the Combined Fund Drive decides to change its privacy policy, those changes will be posted to the web site so all users are aware of what information is being collect, how it is used, and under circumstances, if any, it is disclosed.

This policy has been amended and approved on June 6, 2014 by:

Stephanie Horn
Special Programs Director

Phillip Kerrigan
Program Manager