



ESSEX REGION
CONSERVATION
FOUNDATION

ESSEX REGION CONSERVATION FOUNDATION STANDARDS AND PRACTICES

Policy Name:	DONOR PRIVACY		
Approved By:	Board of Directors, Essex Region Conservation Foundation		
Approval Date:	May 22, 2013	ERCF Report #	14/13
Prepared by:	Susanne Tomkins, Co-Ordinator, Communications and Development Richard Wyma, Executive Director		

POLICY INTENT

All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift, etc. shall be kept strictly confidential by the Essex Region Conservation Foundation, its staff, and volunteers, unless permission is obtained from donors to release such information.

PROCEDURES

The Essex Region Conservation Foundation is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

- Contact information: name, address, telephone number, and email address
- Giving information
- Information on events attended, publication received, and special request for program information
- Information provided by the donor in the form of comments and suggestions
- When a donor requests to be remain anonymous, the Foundation honours this request

USE OF DONOR INFORMATION

- The Foundation uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers, and consultants only on a 'need-to-know' basis.
- The Foundation also assures donors that their names and addresses will not be shared with any third party unless permission has been granted. For those who do not wish to be included on a mailing list, donors should contact the Foundation to have their names removed.

If donors have any questions about this privacy statement, their gifts or the collection of personal information please contact the Foundation at foundation@erca.org