
DONOR PRIVACY POLICY



Category: Bookkeeping
Responsible Office: Treasurer, President

Date Established: 04/28/15
Date Last Revised: -

Summary

The identity of donors and the amount of donations to the corporation shall be confidential.

Policy

POLICY STATEMENT

The Sword of St. George, Inc. collects and uses various information from donors, including: amount donated, address, telephone number, donor comments and e-mail address. Tax laws and other regulations in the United States and the State of Kansas require the Sword of St. George, Inc. to keep contact information and contribution histories of donors on file.

The Sword of St. George, Inc. will never sell, trade, rent or share names, e-mail or mail addresses, or telephone numbers of our donors, unless released for publication.

While the corporation is in a Shared Services Agreement with St. Bernard Church, the corporation shall disclose donors to the church if instructed to do so by the archbishop of the Archdiocese of the Kansas City in Kansas. The corporation does disclose donor information in response to subpoenas, warrants, court orders, levies, attachments, orders of a court-appointed receiver or other comparable legal processes.

BACKGROUND

The Sword of St. George, Inc. is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors understand how donor information will be used.

APPLICABILITY

The Sword of St. George, Inc. will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of the Sword of St. George, Inc.
- Internal analysis and record keeping

- Reporting to relevant U.S. and State agencies as required by Statute
- Contact donors about changes to this policy

All access to donor financial information is strictly limited to the professional staff of the Sword of St. George, Inc. whose job requires them to process this data for the purposes described above. No such data is given to any board member, officer, or volunteer staff who does not need to access those data. We will share information with our independent auditors as need arises.

Donors may always remain anonymous. However, The Sword of St. George, Inc. allows donors the option to have their name publicly associated with their donation.

LEGACY

As with any organization, it is possible that the Sword of St. George, Inc. could merge or be acquired by another corporation. If such an acquisition occurs, the successor corporation would have access to the information maintained by the Sword of St. George, Inc., including donor information. The successor corporation would continue to be bound by this Privacy Policy.