

*Amended April 2015*

Kappa Kappa Gamma Foundation respects the privacy of its donors and has put in place a Donor Privacy Policy to honor these rights.

Section 1. Donor Information.

- A. Kappa Kappa Gamma Foundation collects and maintains the following types of donor information when it is voluntarily provided to us:
  - 1. Contact information such as name, address, telephone number and email address.
  - 2. Giving information.
  - 3. Information on events attended, publications received and special requests for program information.
  - 4. Information provided by the donor in the form of comments and suggestions.
  
- B. This confidential information is kept on file for IRS purposes. It is used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with staff, board members, volunteers and consultants only on a confidential and need-to-know basis. Kappa Kappa Gamma Foundation does not store credit card information, bank account numbers or other financial account data provided for processing donations.

Section 2. List Sharing.

Kappa Kappa Gamma Foundation does not sell, rent, trade or share its donor list with any other organization except Kappa Kappa Gamma Fraternity. Kappa Kappa Gamma Foundation never sends out mailings on behalf of other organizations.

Section 3. Discontinuing Contact Upon Request.

- A. It is the policy of Kappa Kappa Gamma Foundation to communicate with donors according to their expressed preferences whenever possible. Kappa Kappa Gamma Foundation will discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization, its professional fundraiser or other agent.
- B. Kappa Kappa Gamma Foundation will maintain a record of all requests by persons who indicate to the Foundation, its professional fundraiser or other agents,
- C. that they do not wish to be contacted by or on behalf of the Kappa Kappa Gamma Foundation.
- D. Upon a person's or their authorized representative's request that the Kappa Kappa Gamma Foundation discontinue further contact, the person's name and address will be promptly modified in the Kappa Kappa Gamma Foundation donor database. The Kappa Kappa Gamma Foundation will also take steps to remove the person's name from any external databases or records under the Kappa Kappa Gamma Foundation's control.

- E. This policy does not apply to individual members or groups, such as chapters or alumnae associations, who might utilize the Kappa Kappa Gamma Fraternity membership database to solicit donations voluntarily either for their chapter, alumnae association or the Foundation.
- F. Permanent Record: The Kappa Kappa Gamma Foundation will maintain an electronic record of all requests for discontinuance of contact, effective with the adoption of this policy by the Kappa Kappa Gamma Foundation Board of Trustees. Oral requests will be noted in writing by the staff of the Kappa Kappa Gamma Foundation and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by the Kappa Kappa Gamma Foundation to the extent necessary for legal or liability purposes.

#### Section 4. Donor Bill of Rights<sup>1</sup>.

Kappa Kappa Gamma Foundation 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. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. 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.
- II. 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.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

<sup>1</sup> The Donor Bill of Rights was created by the Association of Fundraising Professions, the Association for Healthcare Philanthropy, the Council for Advancement and Support of Education, and the Giving Institute: Leading Consultants to Nonprofits.