



ADIRONDACK HEALTH FOUNDATION

DEPARTMENT: Adirondack Health Foundation	POLICY TITLE: CONFIDENTIALITY OF DONOR INFORMATION
PAGE 1 of 2	REPLACES POLICY DATED: 1/07, 2/10, 2/13
EFFECTIVE DATE: 1/07	POLICY REVIEW DATE: 2/10, 2/13, 2/16, 2/19, 2/22
APPROVED BY: Board of Trustees, Adirondack Health Foundation	PREPARED BY: Hannah Hanford, Executive Director
SIGNED:	DATED:

SCOPE: All Adirondack Health facilities.

POLICY: CONFIDENTIALITY OF DONOR INFORMATION

PROCEDURE:

STATEMENT OF PURPOSE: The Adirondack Health Foundation protects the personal privacy of donors by maintaining confidentiality of all donor information. To ensure the privacy of individuals, organizations, foundations and corporations, donor information will be released only after consent is obtained from the donor. Exception is made only for the purposes of advancing the Foundation through resource development efforts that require donor information to develop strategies and present gift proposals.

Procedure:

Donor information will be limited to published donor giving and will be released as follows:

1. Upon a third-party request for donor information, the Adirondack Health Foundation Executive Director or Office Coordinator will explain the donor confidentiality policy to the third-party and then contact the donor, explain the Adirondack Health Foundation policy to the donor, provide the identity of the third-party, and ask for permission to release the information.
 - a. If the donor agrees, the Foundation will contact the third-party and provide the donor's giving information.
 - b. If the donor refuses, the Foundation will contact the third-party and inform him/her that the donor refused the release of the information.
2. For the purposes of advancing the Adirondack Health Foundation through resource development efforts, donor information will be made available on a need-to-know basis to Adirondack Health Foundation Trustees, Adirondack Health Trustees, and other volunteers. The information may include giving history as well as other

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information contained in the donor's record necessary to develop a strategy of cultivation, solicitation, and stewardship. Information released in this manner will be clearly marked CONFIDENTIAL, and those receiving it will be verbally instructed that the information is confidential and to be used only for the purpose of Adirondack Health Foundation resource development.

Donor information, in full or in part, will not be sold to individuals, businesses, or other parties under any circumstances.

REFERENCES: