



## **HABITAT FOR HUMANITY OF GREENVILLE COUNTY**

### **DONOR PRIVACY POLICY**

- 1) All information concerning donors or prospective donors, including their names, the names of their beneficiaries, the exact amount of the gift, size of the estate, or any other information for which there is a reasonable expectation of privacy and/or confidentiality is kept strictly confidential by HFHGC, its Board of Directors, volunteers, and staff, unless written permission is obtained from the donor to release such information.
- 2) Donors who wish to remain anonymous and not be included in published lists of donors must state so at the time of the gift. Completion of the donation remittance envelope or mention of name on any correspondence accompanying the donation is deemed written permission to be included in published lists of donors.
- 3) Donors are welcome to request and receive a complete copy of their records.
- 4) Only authorized Habitat Greenville staff are permitted to view donor files.
- 5) Donor files remain onsite at the offices of Habitat Greenville.
- 6) All recognition and reward accorded to donors by reason of their gift frequency, amounts, or cumulative total shall be in accordance with the honors and recognition guidelines contained herein.
- 7) Donors and prospective donors may opt out of fundraising mailings via telephone, letter, e-mail, or in person. A statement providing opt-out instructions is included in all annual campaign correspondence.
- 8) HFHGC does not sell or share its donor and mailing lists with other organizations.