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### **Donor Privacy Policy**

Adventures values donors and takes their privacy very seriously. Therefore, we maintain the highest level of confidentiality concerning our donors' contact and financial information. All online and offline donor transactions with Adventures Anonymous are covered by this policy and are conducted over secure portals. Access to this data is password-protected and limited to authorized Adventures Anonymous personnel.

### **What We Collect**

Adventures Anonymous collects the following personal information from our donors: donor name, donation amount donated, address, telephone number, and email address.

### **How We Use Donor Information**

Donor information is used for internal purposes only. We do not sell or lease donor information. Donor information will only be used by Adventures Anonymous to:

- Distribute donation receipts
- Thank donors
- Inform donors about activities, progress, success stories, and additional opportunities to support Adventures Anonymous
- Track and analyze donor data
- Comply with current rules and regulations governing IRC 501(c)(3) financial reporting
- Comply with any reporting requirements related to specific grants or contributions

### **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 assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit 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.

\* Developed by Association of Fundraising Professionals (AFP), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), Giving Institute: Leading Consultants to Non-Profits