



DONOR PRIVACY POLICY

Purpose

GreenUP is committed to respecting and protecting the privacy of donors. This policy describes our approach to safeguarding your privacy.

1. Policy

- 1.1. All reasonable efforts will be taken to honour any request from a donor or prospective donor not to be contacted for future fundraising campaigns.
- 1.2. Any information from or about donors that is obtained by or on behalf of GreenUP is to be handled with respect and with confidentiality to the extent allowed by law.
- 1.3. Donors have the right to remain anonymous.
- 1.4. GreenUP will not sell or share your personal information to outside organizations. Use of donor information will be limited to the internal purposes of GreenUP.

2. Procedure

- 2.1. All fundraising appeals by or on behalf of GreenUP are to disclose GreenUP's legal name, its status as a registered charity, and the purpose for which funds are requested.
- 2.2. Donors are to receive a written or verbal acknowledgement of their gifts within ten (10) working days following the donation.
- 2.3. Donating online is done through a SSL-encrypted secure site.
- 2.4. Any credit card information we collect will be securely destroyed after its intended use. If credit card information is required on an

ongoing basis - for example, with monthly donors – it will be stored in a locked and secure file.

- 2.5. GreenUP staff and volunteers with access to donor information will sign a confidentiality agreement before any data is shared with them.
- 2.6. Donors may be removed from any and all mailing lists at any time by contacting Karen.halley@greenup.on.ca, or calling 705.745.3238 ext. 202.



Ivan Bateman, Board Chair



Brianna Salmon, Executive Director

Related Policies & Procedures:

- GreenUP Ecology Park Five Year Plan Pledge Policy
- GreenUP Donor Response Roles and Timelines Procedure