

## **Donor Privacy Policy**

Girl Scouts of Ohio's Heartland (GSOH) is committed to protecting the privacy of our donors. The council does not sell, trade, or rent personal information about our donors with third-party organizations.

### **Data Collection**

GSOH may collect personal data about donors for a number of reasons:

- to administer and maintain accounts relating to donations;
- to facilitate fundraising;
- to communicate with donors and potential donors concerning the Girl Scouts and Girl Scout services; and
- to comply with legal and regulatory requirements.

Such personal information may include: name, address, phone number, e-mail address, and credit card number when a donor voluntarily provides it to us. In addition, Girl Scouts of Ohio's Heartland keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used by the Resource Development Department to analyze overall giving patterns in order to make more accurate budget projections.

### **Recognition and Reporting**

Where appropriate, and with the knowledge and consent of the donor, the council may publicly recognize the receipt and purpose of an individual gift. However, unless desired by the donor, staff will not disclose the amount of such gifts, except where required by law. Data on donors and donation amounts may be aggregated and stripped of identifying information for reporting purposes (including grant applications and government filings) without the explicit consent of the donors.

### **Safeguards**

Office policies are in place to safeguard donor information, including:

- physical measures, including locked filing cabinets and restricted access to offices.
- organizational measures, such as security clearances and limiting access on a "need to know" basis.
- technological measures, such as the use of passwords and encryption.

Individual records are kept only as long as necessary to fulfill the purpose for which they were collected and to comply with applicable laws.

### **Opt-Out Policy**

An individual may withdraw his or her consent to collection, use or disclosure at any time, subject to legal or contractual restrictions and reasonable notice. The Council makes reasonable efforts to keep donor files complete, up-to-date, and accurate. Donors who wish to access, update or correct personal contact information, remove themselves from our mailing list or discuss a privacy concern with the Girl Scouts can contact the Resource Development Department by phone at 614-487-8101.