



Donor Privacy Policy

I. Information we collect

Semcac collects and uses information from its donors, including the following:

- Name
- Address
- Telephone number
- E-mail address
- Amount donated
- Date of gift

II. Use of information

Semcac will never sell, trade, rent or share donors' contact information (e-mail or mail addresses or telephone numbers).

Semcac will use donors' contact information for these purposes only:

- Send acknowledgement letters for donations
- Inform donors about upcoming activities at Semcac
- Internal analysis and record keeping
- Contact donors about changes to this policy

Staff assumes that all donations are not to be publicly announced unless the donor explicitly indicates otherwise. Semcac publishes donors' names in its annual report, but donors have the ability to opt out of having their name included in this annual publication.

III. Financial information

All access to donor financial information is strictly limited to professional staff who process the data. No such data are given to any person, organization or group who does not need to access the data. Semcac only uses online payment processing services with renowned security and strong reputations. Semcac does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

IV. Donor Bill of Rights

Semcac fully endorses the industry-accepted Donor Bill of Rights, as follows:

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 that 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 acknowledgment 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.

V. Discontinue contact upon request

Donors may be removed from solicitation and other mailing lists upon request. If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail and postal contact lists, please e-mail jennifer.hengel@semcac.org or write to:

Semcac, attn: Jennifer Hengel
P.O. Box 549
Rushford, MN 55971