



Donor Privacy Policy

The Humane Society of Southern Arizona (HSSA) maintains the highest level of respect for the privacy of its donors.

The following is our donor privacy policy, which guides our staff and volunteer leadership on how they may and may not use your personal information while honoring your rights as a contributor.

Policy

HSSA collects and uses personal information from donors that includes: name, address, telephone number, e-mail address and donor comments when a donor voluntarily provides it to us. In addition, HSSA keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used in our development process to analyze overall giving patterns in order to make accurate budget projections. Tax laws in the United States and the State of Arizona require HSSA to keep contact information and contribution level of donors on file.

HSSA does not sell, trade, rent or share names, addresses, telephone numbers or e-mail addresses of our donors. HSSA will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about news, upcoming fundraising events and other activities of HSSA
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

However, donor information may be used for promotional and fundraising activities, such as sponsorships of our "Puttin' on the Dog" event. We allow donors the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" option. In all other cases, the default is for staff to assume all donations are not to be publicly announced unless the donor explicitly indicates otherwise.

Financial Information

All access to donor financial information is strictly limited to executive leadership and professional staff who need to process those data.

No such data are given to any person, organization or group who does not need to access those data. The HSSA only uses online payment processing services with world class security and strong reputations. The HSSA 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. If you have questions about this Donor Privacy Policy, please email mrost@hssaz.org.

Donor Bill of Rights

The HSSA subscribes to the Donor Bill of Rights, which was developed by the American Association of Fund Raising Counsel, Association for Healthcare Philanthropy, Council for Advancement and Support of Education, and the Association of Fundraising Professionals. 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 donations 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. (Please note: HSSA's Policy is not to share or rent mailing lists with other businesses or organizations)
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Note: Since the HSSA has taken a more protective stance for its donors, not all of the above provisions may apply.