

**THE DETROIT INSTITUTE FOR CHILDREN  
POLICIES AND PROCEDURES**

Section: Development	Policy Number: 7.070
Subject: Donor Privacy	Page 1 of 1
Origination Date: October 2014	Most Recently Reviewed/Revised: November 2014

**I. POLICY:**

The Chief Operating Officer will protect all donor information and privacy throughout the organization.

**II. PROCEDURE:**

To the best of his/her ability, the Chief Operating Officer will:

- A.** Be responsible for collecting and securing donor/prospect information.
- B.** Ensure that guidelines will be set annually for collecting, storing, copying and using donor data and information.
- C.** Ensure that all donor/prospect information and data sources are reliable.
- D.** Define and protect who has access to donor/prospect profiles and folders.
- E.** Manage internal permitted access to development and donor data, making sure all staff or/and volunteers sign a confidentiality statement; clearly defining that they do not disclose confidential information to unauthorized internal and external parties.
- F.** Be sure donor/prospect profiles and confidential information are secured; electronic files are password protected; and, old/unused documents are shredded.
- G.** Be sure privileged information isn't shared in casual conversations or where unauthorized individuals can overhear it.
- H.** Protect any development and donor documents. All documents sent by fax or email are to be in PDF format and protected.
- I.** Recognize and communicate that all donor/prospect information is the property of the organization and not to be shared with any other person or organization outside the organization.
- J.** Communicate in all ways possible that donors/prospects have the right to have access to their file upon request.
- K.** Ensure that the Detroit Institute for Children Information Technology contractors are aware of and follow our policies.