

## Purpose

This privacy policy articulates the principles, actions and beliefs of Feeding the Gulf Coast (FTGC) with regard to the information collected, retained and used related to some of our primary supporters, including our donors, volunteers, prospects, and affiliated agencies and organizations. This policy is intended to guide the actions of Feeding the Gulf Coast employees, volunteers, contractors and authorized representatives.

### ***This information includes:***

1. Personal information obtained from donors, volunteers and prospects through pledge cards, letters, surveys, applications, and other forms, in writing, in person, by telephone, or electronically (*e.g. name, address, employer, birth date, credit card number, family members, interests, etc.*)
2. Information may also be retained about present and past history of donations, volunteer service, committee service and any other interaction an individual may have with FTGC.

## Policy

We consider our donor's support of FTGC a sacred trust, and believe we have an obligation to be faithful stewards of any funds sent to us. We will respect the privacy of the personal and organizational information that we are privileged to have about our supporters. Our commitment to respect the privacy of our supporters extends to how we obtain, use, protect and share information about them. This privacy policy is intended to be applied in conjunction with related FTGC policies, including, but not limited to, the Donor Bill of Rights.

## Principles, Actions, and Beliefs

- We do not sell supporter information.
- Without the supporter's consent, we do not provide their information to organizations or individuals outside FTGC.
- We will hold strictly confidential all information concerning donors and prospects, including names, addresses, names of beneficiaries, nature and value of estates, amounts of provisions or gifts, etc., unless a donor or prospect grants permission to use selective information for purposes of referral, testimonial, example, recognition, or publicity.
- We have procedures in place to limit access to information to those employees and volunteers who need to know such information in order to fulfill our mission.
- We educate our employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information.
- We will use our best efforts to comply with the expressed wishes of any supporter who does not want their name used in any promotional material, wishes their name removed from solicitation lists, or wishes to have their gifts or services be anonymous.
- We will collect, use and share information about our supporters among employees and volunteers only on a need-to-know basis and for the sole purpose of carrying out FTGC's mission.
- We will send newsletters, annual reports and other literature concerning FTGC to update a percentage of our donor base.

## Donor Bill of Rights

1. The right 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.
2. The right 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.
3. The right to have access to the organization's most recent financial statements.
4. The right to be assured gifts will be used for the purposes for which they were given.
5. The right to receive appropriate acknowledgement and recognition or to remain anonymous if desired.
6. The right to be assured that information about donations is handled with respect and with confidentiality to the extent provided by law.
7. The right to expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. The right to be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. The right to have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. The right to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

## Request for Removal From FTGC's Mailing List or Data Base

Write to:

*Feeding the Gulf Coast, attn: Kim Getto*

5248 Mobile South Street, Theodore, AL 36582

Or call us at (251) 653-1617. *Please allow six to eight weeks for mail to cease.*

## Broadcast Faxing

FTGC does not conduct Broadcast Fax Solicitations.

## Internet Privacy Policy

The [www.feedingthegulfcoast.org](http://www.feedingthegulfcoast.org) website is owned and operated by FTGC. We recognize that visitors to our site may be concerned about the information they provide to us, and how we treat that information. This Privacy Policy addresses those concerns. This policy may be changed or updated from time to time.

If you have any questions about our Privacy Policy, you can contact us at: [ayoung@feedingthegulfcoast.org](mailto:ayoung@feedingthegulfcoast.org)