

## **Donor Privacy Policy for The Cedar Cultural Center**

The Cedar Cultural Center (also known as The Cedar) maintains the highest level of respect for the privacy of its donors and supporters. Toward that end, The Cedar has developed this **Donor Privacy Policy** to clarify what data we collect and how it is used to guide staff and board on how they may and may not use personal donor information.

### **What information we collect**

The Cedar collects and uses various personal information given to us by donors, patrons, and volunteers that includes: legal names, nick names, addresses, other mail and e-mail address, telephone number(s), amounts and dates donated, comments/feedback, and notes from personal interactions, which may include other identifying information.

Tax laws in the United States and the State of Minnesota require The Cedar, as a nonprofit, to keep contact information and contribution level of donors on file.

### **How we use and store donor information**

The Cedar will not sell, trade, or rent donor names, mailing addresses, email addresses, telephone numbers, or other information, with other organizations or individuals. The Cedar staff and board members have access to donor information only as-needed and will keep this information confidential as instructed in our Employee Handbook.

When giving, donors have the option keep their gift anonymous. All information given on our website or using other donation portals (such as our ticketing website) is optional, and by entering information, patrons consent to personal information being stored in our secure, external donor database.

When donors request to keep their donations anonymous, this privacy is respected in the public sphere including, but not limited to, our annual report, 990, and other public recognition forums like our "Cedar Leaders - Wall of Fame" found in The Cedar lobby.

The Cedar intends to use donor personal information to process donations, communicate regularly regarding your gift, and periodically solicit future donations. The legal basis for this processing and collection of information is consent and status as a 501(c)3 non-profit organization.

We use any mail and email addresses provided for additional communications including, reports, acknowledgement, and periodic marketing, invitations to private events or upcoming shows. You may request to remove your email and/or mailing address from our list at any time, and we will adhere to your wishes immediately upon receipt.

Once a year The Cedar publishes a list of donors in its annual report by giving level.

### **Financial information**

The Cedar staff and board members will have access to donor financial information (donation records and payment information) only as-needed and will be bound by this Privacy Policy and our Employee Handbook.

### **Contact us**

For questions or comments regarding this Donor Privacy Policy, please contact our Director of Development, Mary Deloré:

mdelorie@thecedar.org  
612-338-2674 ext. 103 (office)  
612-239-2225 (cell)

or write to:  
416 Cedar Ave. S.  
Minneapolis, MN 55454

### **Removing or updating your information**

Please contact The Cedar by one of the methods above to remove your name from The Cedar's mailing list. Note that our email and mail lists are separate, please clarify if you would like to be removed from one or both or all of our lists.

You may also update your information we have on file or remove your record (with the exception of donation records) from our database entirely with us at any time by the methods listed above.

## **Donor Bill of Rights**

The Cedar subscribes to the Donor Bill of Rights.

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:

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

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).

***This is an official policy approved by The Cedar Cultural Center's Board of Directors in July 2018.***

***Document last updated: July 16, 2018***