



## **Planned Parenthood of Western Pennsylvania (PPWP) Donor Privacy Policy**

Revised 5/13

PPWP maintains the highest level of respect for the privacy of its donors. In furtherance of our commitment to honor your rights, we have developed this Donor Privacy Policy to guide our staff and volunteers on how they may and may not use your personal information.

### **Information we collect:**

PPWP collects personal information from donors for the purposes of processing payments and communicating with our donors about PPWP as well as conducting the fundraising and other operation of PPWP. This information may include name, amount donated, address, telephone number, donor comments, e-mail address, and other personal information provided to us.

### **How we use this information**

Donor information may be used for these kinds of purposes:

- Distributing receipts and thanking donors for donations
- Informing donors about upcoming fundraising opportunities and other activities of PPWP
- Internal analysis
- Record keeping
- Reporting to applicable government agencies as required by law

Unless otherwise stated, we do not sell, trade, rent or exchange donor information. We allow donors the option to have their name publicly associated with their donation unless they request to be anonymous.

### **Financial information**

It is our internal policy to limit access to financial information to professional staff and volunteers who need to process that information for the purposes described above. Personal financial information is not sold to or traded with other parties.

### **Refunds on donations**

PPWP does not provide refunds on donations made to the organization.

### **Updates**

We may make changes to the Donor Privacy Policy from time to time. Any and all changes will be reflected on this page. Substantive changes may also be announced through the standard mechanisms by which we communicate with our users and community.

## **Contact Us**

If you have questions about this Donor Privacy Policy or requests about the status and correctness of your donor information, please call us at 412-434-8957 ext 121 or email us at [development@ppwp.org](mailto:development@ppwp.org) ,or write to:

Planned Parenthood of Western Pennsylvania  
Attn: V.P. for Development  
933 Liberty Avenue  
Pittsburgh, PA 15222

### **Planned Parenthood of Western Pennsylvania supports the Donor Bill of Rights.**

To assure that our donors and our prospective donors can have full confidence in their decision to make a gift to PPWP fully supports the following 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 acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by laws.
- 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 an 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 development by the Association of Fundraising Professionals (AFP), Association for Health Care Philanthropy, Council for Advancement and Support of Education, and the Giving Institute: Leading Consultants to Non-Profits.