

Donor Privacy Policy and Bill of Rights

This privacy policy incorporates by reference [Planned Parenthood Federation of America's Privacy Policy](https://www.plannedparenthood.org/privacy-policy) found at <https://www.plannedparenthood.org/privacy-policy>.

Donor Privacy Policy

Planned Parenthood Mar Monte (PPMM) maintains a database of biographical and gift information about our donors and supporters. The donor database and the information contained in it is intended exclusively for development and stewardship purposes related to PPMM's development efforts.

Donor records and information about our donors is considered confidential and proprietary to PPMM and shall not be traded or sold. There may, however, be valid reasons for sharing information internally or with 3rd party vendors who perform certain business operations on behalf of PPMM. In order to provide the best possible service to those with legitimate needs for donor information, and at the same time maintain the confidentiality of the information entrusted to us by our donors, the following policies have been developed. These policies will apply to every request for information.

All Development staff, interns and volunteers will exercise discretion when working with and sharing donor information with staff and volunteers outside the Development Department. Information should be shared on a need to know basis, and care should be taken to ensure that everyone involved understands the confidential nature of the information.

All Development staff and volunteers will exercise discretion in their daily work practices ensuring that materials containing confidential information are appropriately managed and protected. All information concerning donors and prospective donors shall be treated as confidential and will not be disclosed unless a) a donor grants permission to use selective information for purposes of referral, testimonial or as an example or b) there is for a legitimate business purpose to disclose (for example, to manage or upgrade our donor database by a 3rd party vendor).

PPMM Development staff and/or volunteers will not enter into any transaction that could be deemed to be a conflict of interest. Access to the donor database will be strictly limited to approved staff, volunteers and interns only. The ability to change or enter data into the database will be limited to members of the Development Department or their volunteers or interns.

Donor lists and information shall not be used by, given, loaned or rented to organizations outside of PPMM or PPAMM.

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 donors and prospective donors can have full confidence in PPMM and the efforts, programs and services they are asked to support, we declare that all donors have these rights:

- To be informed of PPMM's mission, the way PPMM intends to use donated resources, and PPMM's capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on PPMM's governing board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to PPMM's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given so long as such purposes are in accordance with PPMM's values and mission which would require, among other things, that no gifts be accepted or used for any illegal or discriminatory purpose.
- To receive appropriate and timely acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and confidentiality to the extent provided by law and in accordance with PPMM's values and mission.
- To be informed whether those seeking donations are volunteers, employees of PPMM, or hired solicitors.
- To expect that their names will not be sold or shared outside of PPMM unless a) PPMM first obtains the donor's written consent or b) there is a legitimate business purpose for sharing such information (for example, to manage or upgrade our donor database software through a 3rd party vendor).
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.