



FAMD Donor Privacy Policy

Purpose of Policy

To protect the interest of and personal information provided by all Friends for Animals of Metro Detroit (FAMD) donors. By submitting your information to FAMD, or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purpose stated below.

Procedure

1. Donor information is maintained in computer and/or paper files.
2. Paper files are locked and only development and finance staff and the Executive Director are permitted access.
3. Computer files are restricted to allow access to the Executive Director, the Donor Data Manager, and finance and development staff. No one other than those noted may access the computer files to input or extract data.
4. Donor information (excluding personal identity and billing/credit card information) may be shared with staff, board members and key volunteers and consultants for the explicit purpose of fund raising. They will adhere to this policy.
5. Donors requesting anonymity will be acknowledged in all published material as "Anonymous" and the request will be documented in all files.
6. All outside requests for donor information will be denied, without exception.
7. FAMD will not directly sell, rent or otherwise share donor names, addresses or information with any third party.

Training

All staff will be made aware of this procedure during the employee orientation and as part of a regular review of the FAMD Employee Manual.

Monitoring for Compliance

The Director of Marketing and Development will monitor for compliance.