

UNITED WAY OF SOUTHWEST MINNESOTA

Donor Privacy and Information Security Policy

United Way of Southwest Minnesota (hereafter UWSWMN) values the trust donors place in the organization and adheres to the highest standards in gathering, using and safeguarding donor information. This includes all of the donor's personal, business and investment information.

Collected Information

When you choose to give to UWSWMN, you are asked to complete a pledge form providing us with your name, address, e-mail address and pledge information. UWSWMN will not rent, trade, sell or share any information about its donors.

For events and campaign processes, you will need to provide certain information to complete transactions initiated by you. To make a donation, or register for an event through our website at www.unitedwayswmn.org, you will need to provide certain information to process your donation. Like many other sites, our site may monitor traffic by automatically recording every visitor's host and/or IP address. This program tracks the number of times the site is hit, how many visitors come to the site and which parts of the site they frequent. UWSWMN does not disclose this information to anyone outside of our organization. Our website logs are not personally identifiable, and we make no attempt to link them with the individuals that actually browse our site.

We also collect personal information for events and campaign via our website and over the phone, requesting the credit card name, account number, address, zip code and phone number of the donor. For credit card charges made through our website, your payment is processed through a secure third party processor and UWSWMN never sees or handle your credit card information.

If you give us your credit card information over the phone, we immediately enter your information into our secure website portal for processing. The donor's credit card information is immediately destroyed. For donors who request regular (weekly, monthly, etc.) charges, we recommend donors set that up through our secure online system.

If you choose not to provide requested information, we may not be able to complete the transaction.

Access to Information

UWSWMN employees who may access your information in order to perform pledge processing and administrative functions are prohibited from disclosing your information to third parties.

Names printed in UWSWMN recognition materials are a matter of public record. If you do not want your name to appear in these lists (online and in printed materials), please indicate that you want your gift to be anonymous.

Organizations that provide operational or other support services to us must also agree to safeguard your information in strict compliance with our privacy policy.

Why We Collect Information

Your relationship with UWSWMN is voluntary and confidential. We use your information to send you acknowledgement of your gift and information we think you may find of interest about UWSWMN. If you do not wish to receive such communication, you may let us know at any time by contacting UWSWMN.

Donor information may be used:

- To notify you about activities related to UWSWMN, our internal programs and/or our community partners
- To ask for your participation in surveys and/or
- To complete any transactions initiated by you

UWSWMN will not sell, reveal or share with unaffiliated third parties any of your personally identifiable information except in the following limited circumstances:

- We have your permission to share the information
- We are authorized to do so under this privacy statement
- We are required by law to disclose your information or to protect against fraud or illegal activity

If you give to us through another online giving site other than unitedwayswmn.org, we are not responsible for the information collection practices in use at that site. In addition, when you initiate a transaction through such a site, the information you submit to such an entity to complete your transaction becomes subject to that entity's privacy or information use policies. UWSWMN is not responsible for the privacy or information policies of such outside entities.

Commitment to Data Security

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we have established procedures to safeguard and secure the information we collect. Firewalls prevent outside parties from accessing our database and internal UWSWMN access to the database is restricted to authorized personnel.

Donor Bill of Rights

To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in UWSWMN, we declare that all donors have these rights:

- To be informed of the mission of UWSWMN, of how UWSWMN 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 UWSWMN governing board, and to expect the board to exercise prudent judgement in its stewardship responsibilities
- To have access to UWSWMN's most recent financials, including filed Forms 990 and annual audit
- To be assured their gifts will be used for the purposes for which they were given
- To receive appropriate acknowledgement and recognition when appropriate
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law
- To expect that all relationships with individuals representing UWSWMN to the donor will be professional in nature, and
- To be informed whether those seeking donations are volunteers or employees of UWSWMN.

UWSWMN Contact Information

If you have any questions about UWSWMN's privacy policies or practices, please contact our office:

United Way of Southwest Minnesota
PO Box 41
Marshall, MN 56258
Phone: 507-929-2273
Fax: 507-929-2274
Email: unitedway@unitedwayswmn.org
Website: unitedwayswmn.org

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