
DONOR PRIVACY POLICY

The American Choral Directors Association of Minnesota (ACDA-MN)'s F. Melius Christiansen (FMC) Endowment Fund values each of our donors and takes their privacy very seriously. To that end, we maintain the highest level of confidentiality concerning our donors' contact and financial information.

Donor information collected and recorded:

ACDA-MN collects the following personal information from our donors to the FMC Endowment Fund: donor name, acknowledgement name, amount donated, giving history, address, telephone number, email address, and in some cases, other non-financial information such as the donor's employer. No donor checks, credit card numbers, or other financial information are retained in our organization's electronic or hard files after a donation has been processed.

How we use donor information:

Donor information is used for internal purposes only, with the occasional exception of pre-approved list trades with other non-profit organizations (see below). Only authorized ACDA-MN and FMC Endowment Fund staff have on-going access to donor information and records. On occasion, ACDA-MN Board members and FMC Committee members or volunteers may have limited access to donor records, for instance during short fundraising campaigns. All individuals having access to donor records are required to abide by this policy.

All online donor transactions are through Give MN and are covered by their policies and are conducted over secure portals. Give MN undertakes every reasonable effort is made to secure the privacy of donor information on-line. Access to online data on Give MN is password-protected and limited to authorized employees.

ACDA-MN does not sell FMC Endowment Fund donor information. In order to build our donor base, we occasionally conduct list exchanges with other local nonprofits with similar missions. All donors have the opportunity to opt out of list trades.

Donor information is used by ACDA-MN and FMC Endowment Fund staff to:

- Process their gift
- Thank donors for their contribution
- Inform donors about current and upcoming activities of the FMC Endowment Fund and ACDA-MN, including additional opportunities to support the FMC Endowment Fund
- Engage donors in shaping our activities and improve communications
- Track and analyze donor data
- Comply with current rules and regulations governing 501(c)(3) financial reporting
- Comply with any reporting requirements related to specific grants or contributions

- Publicly recognize all donor gifts in occasional print and online materials (donor name only), unless donor requests anonymity

The Donor Bill of Rights:

1. To be informed of the FMC Endowment Fund's mission, of the way the ACDA-MN and the FMC Endowment Fund Committee intends to use resources donated to the FMC Endowment Fund, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the FMC Endowment Fund Committee and ACDA-MN's Board of Directors and to expect the Committee and Board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the FMC Endowment Fund's most recent financial statements.
4. To be assured their gifts will be used by the FMC Endowment Fund for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition of all contributions to the FMC Endowment Fund.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
8. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Adapted from "The Donor Bill of Rights" created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE).

Contact us:

If you have additional questions about ACDA-MN, its FMC Endowment Fund or the Donor Privacy Policy, please call 952.270.7489.

Approved by the FMC Endowment Fund Committee, 07/12/2016

Ratified by the ACDA-MN Board of Directors, 08/01/2016