

The Indianapolis Public Library Foundation Donor Privacy Policy

The donor privacy policy of The Indianapolis Public Library Foundation (Library Foundation) applies to the collection of information about donors, including information collected on our website. By submitting your information to the Library Foundation, you consent to the terms and conditions of the policy and to our retaining certain Personal Information for the purposes stated below.

Personal Information

Personal Information is information that identifies you personally. The Personal Information that you provide to us is stored in an electronic database. The Library Foundation may collect and maintain the following types of donor information:

- Contact information such as name, address, telephone number and email address
- Supplemental information (place of employment, birthdate, education level, relationships with relevant family members and advisors, etc.)
- Giving information, such as the amount of a gift and its purpose
- Information on events attended, publications received and requests for contributions

The above list provides a sample of Personal Information that may be collected by the Library Foundation and is not all-inclusive.

We collect and store the Personal Information that you have provided us. Here are some examples of ways in which we may collect your information:

- When you request information via our website or otherwise contact us in person, by phone or email, with a question. We may then collect your name, address and email in order to respond to that inquiry.
- We may collect your name, email address and other contact information if you register for an event or if you join an email list to receive communications from the Library Foundation.
- We may collect your name, email address, telephone number and payment information when you make a contribution, either via our website, electronic funds transfer, phone or mail. All transactions processed online are done so through a secure website.

From time to time, we may collect additional Personal Information from you in ways not described above.

Only at the request of the donor, the Library Foundation may retain any credit card information for donations processed online, by phone or through the mail.

This Personal Information is kept on file for IRS purposes, analysis of giving patterns and budget projections. This information is shared with staff, Board members, volunteers and consultants only on a confidential and need-to-know basis.

You have the right to review information that we have collected about you. To review that information, please contact us in writing at The Indianapolis Public Library Foundation, PO Box 6134, Indianapolis, IN 46206-6134.

List Sharing

The Library Foundation does not sell, rent, trade or share its donor list with any other organization.

Discontinuing contact upon request

It is the Library Foundation's practice to communicate with donors according to their expressed preferences whenever possible. The Library Foundation will discontinue or change the method used to contact any person upon that person's (or that person's authorized representative's) oral or written request directed to the organization.

The Library Foundation shall maintain a record of all requests by persons who indicate to the organization, its professional fundraiser or other agents that they do not wish to be contacted by or on behalf of the Library Foundation.

To request no further contact from the Library Foundation or to modify your contact information or preferences, please contact us at foundation@indyplfoundation.org or 317-275-4700.

Permanent Record

The Library Foundation will maintain an electronic record of all requests for discontinuance of contacts, effective with the adoption of this policy by the Library Foundation's Board of Directors. Oral and written requests will be permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by the Library Foundation to the extent necessary for legal or liability purposes.

Adoption of the Donor Bill of Rights

The Library Foundation subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE) and the Giving Institute: Leading Consultants to Non-Profits.

The 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 that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. 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.
- II. 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.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

APPROVED AND ADOPTED BY THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION'S BOARD OF DIRECTORS NOVEMBER 14, 2017.

Jessica Barth, Secretary