

# Compliance Program: Donor Privacy Policy

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Unity House of Troy, Inc.

## What Information We Collect

Unity House collects information that a donor provides including name, address, telephone number, donor comments, and email address. Tax laws in New York State and the United States require Unity House to keep contact information and contribution level of donors on file.

## Policy

### How We Use that Information

Unity House will never sell, trade, rent or share names, email addresses, or telephone numbers for our donors. Unity House will use contact information (email, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of Unity House
- Internal analysis and recordkeeping
- Required reporting to relevant U.S. and State agencies and conforming with legal process served on us
- Contact donors about changes to this policy
- We publish the names of tributes, people or other organizations for whom a gift has been made in their honor/memory

Unity House may publish an annual list of donor names. Donors can choose to remain anonymous by contacting Unity House.

### Financial Information

All donor financial information is strictly limited to professional staff who need to process those data. No such data is given to any person, organization or group who does not need to access those data.

Unity House uses an online payment processing vendor that meets industry standards for data protection.

Unity House does not store, nor does it have access to, credit card information or other account data sent to those processing services.

### Contact Us

If you have questions about this Donor Privacy Policy or if you wish to be removed from our email/postal contact lists, please email [sbastien@unityhousesny.org](mailto:sbastien@unityhousesny.org), or call 518-274-2607 or write to the Director of Development at:

Unity House of Troy, Inc.  
2431 6<sup>th</sup> Avenue  
Troy, N.Y. 12180

## Changes to the Privacy Policy

We reserve the right to change this Privacy Policy from time to time. When we do, we will note the last update at the bottom of each page of this Privacy Policy.

## Donor Bill of Rights

Unity House subscribes to 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 not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. 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.
2. To be informed of the identity of those serving on organization's governing board, and to expect the board expertise prudent judgement in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity to have their names deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of the statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support Education (CASE), and National Society of Fund Raising Executives (NSFRE). AFP has permitted Unity House the use of this bill of rights on 1/31/2022.