

Highpointers Foundation Donor Privacy and Confidentiality Policy

The Highpointers Foundation recognizes that the operation of the Foundation requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared with or developed by Foundation members on a confidential basis. "Record" means all files, including electronic data, containing information on donors or prospective donors to the Foundation.

The trust and confidence of donors are important to the Foundation. Information about donors and donations is handled with respect and confidentiality. Directors and volunteers of The Highpointers Foundation are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of The Highpointers Foundation.

Confidentiality of Records

The Board of Directors shall be responsible for maintaining the confidentiality of all donors. Directors may have access to confidential records only if it is essential in executing their responsibilities. Disclosure decisions will honor the wishes of donors related to disclosure unless the Foundation is required to disclose information due to legal or regulatory issues.

The Highpointers Foundation will not sell, share, or trade personal information for third-party fundraising or marketing purposes. The Highpointers Foundation does not sell its mailing lists.

To carry out its responsibilities, the Board of Directors may need to review donor records. It shall respect the Foundation's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

At the request of the Foundation auditors are authorized to review donor records as required for the purposes for which they are engaged. Gift agreements are considered "strictly confidential information" and are not public documents. Particulars of a gift agreement will not be shared with the general public unless the donor has granted written permission.

Publication of Donor Names

The names of donors may be listed in the Foundation's annual report, on the website, and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity. Donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission, unless otherwise noted.

However, please note that donations of \$5,000 or more in any calendar year by any one donor must be reported on IRS Form 990, Schedule B, along with the donor's name and address and the amount of the donation.

Occasionally we may post written comments/letters on our website (in an anonymous fashion).

Honor/Memorial Gifts

The names of donors of memorial or honor gifts may be released to the honoree, next of kin, or

individual(s) designated by the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without express consent of the donor.

Anonymous Gifts

The President (Lead Director) of the Highpointers Foundation is authorized to accept anonymous gifts to the Foundation. In the event the President (Lead Director) is uncertain about the desirability of accepting an anonymous gift, he/she shall consult with the Board of Directors. The President (Lead Director) shall disclose to the Board, upon a request by a majority of the Board, the names of any anonymous donors. This disclosure will be treated confidentially.

Kinds of Information

The Foundation defines “personal information” as information that can be used to distinguish, identify, or contact a specific individual. It does not include publicly available information such as business contact information, names, addresses, and telephone numbers as published in public sources, such as telephone directories. Credit card information is handled by a secure third-party host and used only to process payment initiated by a person contacting The Highpointers Foundation. This information is not stored by The Highpointers Foundation.

We collect and maintain information including each donor’s name, address, phone number, email address, amount donated, date of donation, and specific requests related to the donation.

How We Use It

The Foundation collects, uses and discloses personal information concerning their donors for the following reasons:

- to establish a relationship and to communicate with donors;
- to understand who their donors are and how they may improve their services to meet donor preferences and expectations;
- to process a donation (e.g., a credit card transaction);
- to issue a tax receipt and gift acknowledgment;
- to recognize contributions;
- to meet requirements imposed by law.

How We Protect Your Information

Credit card numbers are NOT retained once processed. Nevertheless, security measures may not prevent all losses, and the Highpointers Foundation is not responsible for any damages or liabilities relating to security failures.

To learn more about how the Highpointers Foundation protects your information, please refer to the Highpointers Foundation Corporate Privacy Policy.

If you have questions about this policy, please contact the Foundation through our website at www.highpointersfoundation.org.

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