## Marshall Community Foundation Policy: Donor Privacy Policy

## Adopted by the MCF Board of Trustees: September 29, 2020

## MARSHALL COMMUNITY FOUNDATION DONOR PRIVACY POLICY

The Marshall Community Foundation operates in compliance with the National Standards for Community Foundations. The Community Foundation has voluntarily adopted numerous policies and procedures to further guarantee that how we conduct our business is not only legal, but ethical. We have policies on Record Retention, Whistleblower activity, and Conflict of Interest. Additionally, we have a volunteer committee that oversees our audit and investments.

The Community Foundation collects and uses personal information such as names, addresses, phone numbers, and email addresses of donors who voluntarily provides it to us. In addition, the Community Foundation keeps a secure record of each donor's giving history. This information is kept on file for IRS purposes and is only used by the Foundation to analyze giving patterns in order to make accurate budget projections. The Community Foundation takes reasonable measures to maintain the confidentiality of those donors who desire to remain anonymous or who wish to not have their names published.

The Community Foundation does NOT sell, trade, or share its donor list with any other organization or individual.