

Privacy Policy

PURPOSE

Confidentiality is essential to the work we do, therefore UWWC will:

- Ensure that all information, which is deemed confidential under any Federal, State or Local law or ordinance, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their UWWC duties.

All donor information managed by United Way of Washington County's (UWWC) will be held in confidence. UWWC does not distribute, sell, or rent lists of donors or their contact information to any outside entity. We may send thank you notes and gift receipts for tax purposes to donors using their contact information. All donor information is maintained in a secure database.

If a gift is made in honor or in memory of someone, the donor(s) name and address will be sent to the honoree or the family of the deceased person as a courtesy, if the information is available. The actual gift amount is not included in the letter to the honoree.

Some United Way donors are contacted during the annual campaign by volunteers who are trained in the confidentiality policies of the organization. The name, contact information, and giving history of a donor may be given to a volunteer for the purpose of future solicitation for UWWC.

UWWC may publish a Leadership Giving list in our annual report and/or on our website of all those who give \$1,000 or more each year. Donors choosing to remain anonymous are not included in the published registry.

Donor records are maintained in a secure environment. UWWC does not receive or store credit card data through this online giving system.

This privacy policy may be changed at any time at United Way of Washington County's sole discretion. Any concerns regarding privacy should be addressed to the President & CEO of United Way of Washington County by calling 301-739-8200.

Privacy Policy last approved: 9/17

Policy amended and approved by the Finance Committee: 9/17

Policy approved by the Board of Directors: 10/17

Next review date: **December 2020**