

Title: Donor Privacy
Category: Administration
Change Authority: Executive Council

Number: PA 11
Effective: 09/21/2020
Last Modified: 09/21/2020

Purpose and Scope

The Tau Beta Pi Association, Inc., (the Association) places a high priority on protecting donor privacy. This privacy policy was created in order to document the Association's commitment to the privacy of its donors. This policy explains what types of information are collected by the Association and how this information is used.

Background

The Association uses information provided by donors for the purposes of processing payments and communicating about Association activities, as well as conducting the fundraising and other operations of the Association. The Association may use this data for purposes described in this policy, including analytical needs to improve the website function and experience.

Applies To

This policy applies to all donors to the Association, Headquarters staff, and Association officials.

Types of Information Covered

The collected donor information may include the donor's name, the amount donated, the donor's address, telephone number, email address, donor comments, and any other personal information provided to the Association.

For donations made by check, the collected information also includes the data printed on the check.

As part of providing the best online experience for donors, the Association may store various data collected as part of standard website operations (including IP addresses and cookies).

Payment Processors and Other Service Providers

Payment processors allow donors to give electronically using a credit card or other payment method. These processors collect certain information from donors and maintain strict privacy and security policies as part of their agreement with the Association to provide this service.

Use of Information

Donor information may be used for the following:

- Acknowledging contributions and thanking donors;
- Informing donors and potential donors about upcoming fundraising and other activities;
- Conducting internal Headquarters research and analytics to improve communications;
- Keeping financial records as required by law and best nonprofit practices;
- Reporting to applicable agencies as required by law;
- Conducting surveys and analyses;
- Supporting activities related to fundraising operations.

Donor Recognition

The Association recognizes donors and their participation in fundraising and other organizational events at the annual Convention, in annual reports, and in *THE BENT* and promotional materials.

The Association shall honor the request of any Donors who inform Headquarters at the time of their gifts that they wish to remain anonymous.



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Email Privacy

The Association shall not provide, sell, or rent email addresses to anyone outside the Association.

Financial Information

Financial contribution information shall be limited to Headquarters' staff and Association Officials who need to process that information for the purposes specified in this policy. Personal financial information shall not be sold to or traded with other parties.

The Association uses partners to provide online payment processing services but shall not maintain individual credit card or bank information. If a payment is made by credit card, the Association shall not store the donor credit card information, bank account numbers, or any other financial account data sent directly to those processing services.

The financial information of those donors who donate monthly is securely retained at Association Headquarters.

Note: Donations made by check are processed at Association Headquarters.

Security

For donor protection, the Association is committed to upholding high levels of internet and data security. The Association applies a range of security measures to ensure and protect sensitive data and undertakes continuing efforts to monitor address security vulnerabilities for the various tools and databases employed. The Association regularly assesses and updates systems to keep current with security practices.

Other Disclosures

The Association may disclose information when required by law.

Contact Information

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