

## **Donor Data Privacy Policy**

The Jewish Community Foundation of the West considers the privacy of its donors to be of utmost importance. The steps that The Jewish Community Foundation of the West takes to respect donor privacy are listed below:

1. The Foundation does not make any donor data available to third parties. The Foundation does not loan or sell lists, accept advertising, or generate any third-party revenue from the data that is generated by our activities or those of our donors.
2. The Foundation considers all donor names, other identifying information and the nature of gifts confidential unless directed otherwise by a written, signed statement. Donors must provide the Foundation with a written, signed authorization that explicitly identifies what information can be released to interested parties and what information is to be confidential. The Foundation does not share data from any donor with participating organizations or any other institutions unless required by legal mandate or explicitly authorized by the donor. Access to donor information is protected and will not be released to any other individual or organization, including recipients of the donor gifts, unless specifically authorized by the donor.
3. The Foundation Executive Director, other employees, Board members and financial or legal professionals working on behalf of the Foundation may place reports and briefs into a donor's record.
4. Donors have a right to periodically examine their personal financial and other related records maintained by the Foundation. Furthermore, donors have the right to submit corrections to Foundation information that may be out of date or factually incorrect.
5. All employees, Board members and financial or legal professionals working on behalf of the Foundation receive copies of this Donor Data Privacy Policy.
6. The Foundation Board of Directors considers violation of donor confidentiality to be a serious infringement of its policies.