

# MN VALLEY REFUGE FRIENDS FUNDRAISING AND DONOR PRIVACY POLICIES & PROCEDURES

Minnesota Valley Refuge Friends (MVRF) is a 501(c)(3) nonprofit organization. Contributions made to MVRF are tax-deductible to the extent permitted by law and will be used to further the organization's mission. Donors may designate contributions to specific projects, however MVRF reserves the right to reallocate designated gifts if a project is overfunded or discontinued.

In accordance with IRS regulations, acknowledgement letters will be issued to donors for all donations received unless otherwise specified. All in-kind gifts will be recorded and acknowledged according to development and Generally Accepted Accounting Principles (GAAP).

## Donor Privacy Policy

- Personal information provided by the donor will not be shared for any reason unless the donor grants permission.
- MVRF will never sell or trade donor information.
- MVRF will always honor a donor's request to remain anonymous.
- Donors will receive a monthly newsletter by email and contacted periodically for solicitation purposes and/or regarding upcoming events unless the donor has opted out of communications.
- MVRF will honor all donor requests to opt out of mail, email, or phone solicitations. Donors can modify their communication and solicitation preferences by contacting the Development office via email, phone or postal mail. Please contact Development at [hello@mnvalleyrefugefriends.org](mailto:hello@mnvalleyrefugefriends.org).

To assure donors and prospective donors can have trust and confidence in donating to nonprofit organizations, the Association of Fundraising Professionals in conjunction with other philanthropic organizations has created *A Donor Bill of Rights*. To learn more about your rights please visit: <https://afpglobal.org/sites/default/files/attachments/2018-10/DonorBillOfRights.pdf>

*Please note that MVRF complies with this Donor Bill of Rights, with the exception of Article IX, in that we are more protective of donor information than this Bill of Rights because we do NOT share mailing lists.*

# WEBSITE PRIVACY POLICY

We have created this statement to demonstrate Minnesota Valley Refuge Friends' firm commitment to your privacy. We do not collect personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is strictly voluntary. This policy is your guide to how we will handle information we learn about you from your visit to our Web site.

## *USE OF LINKS*

Throughout our Web pages, we provide links to other servers which may contain information of interest to our readers. We take no responsibility for, and exercise no control over, the organizations, views, or accuracy of the information contained on other servers. Creating a text link from your Web site to our site does not require permission. If you have a link you'd like us to consider adding to our Web site, please send an email to [hello@mnvalleyrefugefriends.org](mailto:hello@mnvalleyrefugefriends.org) with the subject "Link request."

## *USE OF TEXT AND IMAGES*

If you would like to publish information that you find on our Web site, please send your request to [hello@mnvalleyrefugefriends.org](mailto:hello@mnvalleyrefugefriends.org). Where text or images are posted on our site with the permission of the original copyright holder, a copyright statement appears in the outline or byline. Reposting of material with copyright requires obtaining direct granted permission from the copyright holder.

## *ACCESSIBILITY*

This Web site is designed to be accessible to visitors with disabilities, and to comply with federal guidelines concerning accessibility. We welcome your comments. If you have suggestions on how to make the site more accessible, please contact us at [hello@mnvalleyrefugefriends.org](mailto:hello@mnvalleyrefugefriends.org).

## *ONLINE PROFILE UPDATES AND DONATIONS*

If you complete the Profile update form and share your personally identifying information, this information will be used only to provide you with more targeted content. We may use your contact information to send further information about our organization or to contact you when necessary. You may always opt-out of receiving future mailings; see the "Opt Out" section below.

## *SENDING US AN EMAIL*

You also may decide to send us personally identifying information, for example, in an electronic mail message containing a question or comment, or by filling out a Web form that provides us this information. We use personally identifying information from email primarily to respond to your requests. We may forward your email to Refuge employees or volunteers

who are better able to answer your questions. We may also use your email to contact you in the future about our programs that may be of interest.

We want to be very clear: We will not obtain personally identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is strictly voluntary. Except as might be required by law, we do not share any information we receive with any outside parties.

If you sign up for one of our email lists, we will only send you the kinds of information you have requested. We won't share your name or email address with any outside parties.

### *OPT-OUT OR CHANGE YOUR CONTACT INFORMATION*

Our site provides users the opportunity to opt-out of receiving communications from us through a special online form. You may choose to receive only specific communications or none at all. You may also update your contact information previously provided to us through another online form. You cannot remove yourself from our database, but you can prevent unwanted communication. Please email us at [hello@mnvalleyrefugefriends.org](mailto:hello@mnvalleyrefugefriends.org) to change your contact preferences.

### *IS MY CREDIT CARD INFORMATION SECURE?*

We use a variety of safeguards to protect the security of your credit card transactions. We use technologies and processes such as encryption, access controls, network firewalls, physical security and other measures. These measures make it extremely difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use encryption and other security measures. You can make financial contributions [online](#) or by mail.

### *IS MY PERSONAL INFORMATION SECURE?*

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Donor information (collected both online and offline) is never sold or shared.

### *QUESTIONS ABOUT OUR POLICIES*

If you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, you can contact us at: [hello@mnvalleyrefugefriends.org](mailto:hello@mnvalleyrefugefriends.org).