



## Donor Privacy Policy<sup>1</sup>

The St. Cloud Municipal Band, a *fellowship of musicians sharing our tradition of performing great music*, is committed to respecting the privacy of our donors. We have developed this privacy policy to ensure our donors that donor information will not be shared with any third party.

**Awareness.** The St. Cloud Municipal Band provides this Donor Privacy Policy to make you aware of our privacy policy, and to inform you of the way your information is used. We also provide you with the opportunity to remove your name from our mailing list, if you desire to do so.

**Information Collected.** We collect and maintain the following types of donor information:

- Contact information: name, organization, complete address, phone number, email address
- Payment information: credit card number and expiration date, and billing information
- Information you wish to share: questions, comments, suggestions
- Requests to receive periodic updates: e.g., to individuals who request it, we will send periodic mailings and/or e-mails related to specific fund-raising events or appeals, and newsletters.

**How Information is Used.** The St. Cloud Municipal Band uses your information to complete a transaction, communicate back to you, and update you on band happenings. Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

**No Sharing of Personal Information.** The St. Cloud Municipal Band will not sell, rent, or lease your personal information to other organizations. We assure you that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of the St. Cloud Municipal Band. It is our desire to not send unwanted mail or e-mail to our donors.

**Removing Your Name From Our Mailing List.** Please contact us if you wish to be removed from our mailing list. E-mail communications provide a mechanism to have your address removed from our contact list.

### Details

- The donor has the right to be informed of SCMB's mission, of the way SCMB intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- The donor has the right to be informed of the identity of those serving on the SMCB's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- The donor has the right to have access to SCMB's most recent financial statements.

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<sup>1</sup> Based on template provided by Charities Review Council. Document approved by SCMB on 21 May 2018. The donor privacy policy can be found on the website: [www.scmunicipalband.org](http://www.scmunicipalband.org), under the BOARD tab.

- The donor has the right to be assured their gifts will be used for the purposes for which they were given.
- The donor has the right to receive appropriate acknowledgement and recognition.
- The donor has the right to be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- The donor has the right to expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- The donor has the right to be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- The donor has the right to have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- The donor has the right to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

**Contacting Us.** If you have comments or questions about our donor privacy policy, please send us an email at [foxjcw@gmail.com](mailto:foxjcw@gmail.com), call us at (320) 267-9449, or visit our websites at: [www.scmunicipalband.org](http://www.scmunicipalband.org) or <https://www.facebook.com/StCloudMunicipalBand>