DONOR PRIVACY & SECURITY POLICIES

1. Donor Privacy Policy

The American Choral Directors Association of Minnesota (ACDA-MN) is committed to respecting the privacy of our donors. You may choose to remain an anonymous donor at any time.

ACDA-MN subscribes and adheres to the Donor Bill of Rights created by the Association of Fundraising Professionals (AFP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

What information we collect

Personal information is information that identifies you individually, such as your name, mailing address, telephone number, and email address. We collect and securely store any personally identifiable information you provide us.

How we collect that information

These are the most common circumstances under which we may collect your information:

- When you request information from us via one of the email addresses identified on our giving website. We may then collect your name, address, and email address in order to respond to that request.
- When you contact us with a question. We may then collect your name, address, and email address in order to respond to that inquiry.
- When you make a contribution. We may then collect your name, email address, billing address, telephone number, and any other information necessary to process your donation.
- From time to time, we may collect personal information from you in ways not described above.

How we use that information

We use donor information for these purposes only:

- Processing donations
- Distributing receipts
- Thanking donors
- Communicating with donors about Savannah State activities
- Conducting fundraising
- Record keeping
- Reporting to applicable government agencies as required by law
- Surveys, research, metrics, and other analytical purposes
- Other activities related to fundraising operations

We will not sell, trade, or share your personal information, with the following exceptions:

- We will use your information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us,

protect and defend our rights, or act in urgent circumstances to protect the personal safety of others.
- We will use your information to protect against potential fraud. We may verify with third parties the information collected in the course of processing a donation. If you use a credit or debit card on our website, we may use card authorization and fraud-screening services to verify that your card information and address match the information you supplied to us and that the card being used has not been reported lost or stolen.

Financial information

All access to donor financial information is strictly limited to those ACDA-MN staff and volunteers who need to process the data for official ACDA-MN business. No donor financial information is given to any person, organization, or group who does not need to access those data.

ACDA-MN uses only those online payment processing services provided by merchants who have validated compliance with the Payment Card Industry Data Security Standard and the Payment Application Data Security Standard. Savannah State does not store, nor does it have access to, your credit card information, bank account numbers, or other account data sent to those processing services.

Changes to the Donor Privacy Policy

We reserve the right to change the Donor Privacy Policy from time to time. When we do, we will note the most recent date of revision at the end of this policy.

Contact us

If you have questions about our Donor Privacy Policy or would like to review information we have collected about you, contact us in writing at the following address:

ACDA-MN
Jamie Andrews
4445 44th Ave S
Minneapolis, MN 55406

2. Discontinue Contact Upon Request Policy

Policy
It is the policy of ACDA-MN to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent. ACDA-MN shall maintain a record of all requests by persons who indicate to ACDA-MN, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of ACDA-MN.

Limitation
This policy does not prohibit contact by ACDA-MN that is solicited by a person or a person's representative, even if the person or his/her representative has requested to be placed on the "do not contact" list. Contact by ACDA-MN that is solicited by a person whose name appears on the "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

Procedure
Upon a person's (or a person's authorized representative's) request that ACDA-MN discontinue further contact, the person's name and address will be promptly removed from ACDA-MN's database or modified to ensure that no further contact is made with the person. ACDA-MN will also take steps to ensure that the person's name is removed from any external databases or records under ACDA-MN's control.

Permanent Record
ACDA-MN will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by ACDA-MN's board of directors. Oral requests will be recorded in writing by the staff of ACDA-MN and maintained with the written requests. The records of persons who have made such a request will be maintained by ACDA-MN to the extent necessary for legal or liability purposes.

3. Donor Information Security Guidelines

Our Commitment to You

ACDA-MN is committed to protecting the privacy and security of our donors. We value your trust and take appropriate steps to safeguard your personal and financial information.

Information We Collect

When you make a donation, we may collect:

- Name and contact information (such as email and mailing address)
- Payment information (such as credit card details)
- Donation history

We only collect information necessary to process your donation and communicate with you.

How We Protect Your Information

We use industry-standard security measures to protect your data, including:

- Secure encryption technology (such as SSL) for online transactions
- Restricted access to donor information
- Secure storage of physical and electronic records

Access to your information is limited to authorized individuals who need it to perform their duties.

Credit Card Information

ACDA-MN does not retain full credit card numbers unless necessary. When payments are processed, we use a trusted third-party provider that follows industry security standards.

Third-Party Processing

In all cases, donations will be processed by a third-party service provider. These providers use secure technology and are required to protect your information. Currently ACDA-MN uses Stripe and Square as third-party payment gateways.

How to Identify Secure Transactions

When donating online, you can verify a secure connection by looking for "https" in the website address and a lock icon in your browser.

Tips to Protect Your Information

We encourage donors to:

- Use secure internet connections when making online donations
- Avoid sharing financial information through email or unsecured channels
- Monitor financial statements for unauthorized activity

Limitations

While we take strong precautions, no method of transmission over the internet is completely secure. ACDA-MN cannot guarantee absolute security and is not responsible for information shared outside our systems.

Contact Us

If you would like more information about ACDA-MN's donor policy, or to review personal information collected, please contact Jamie Andrews, Executive Director, at 612-248-1120 or jandrews@acda-mn.org.

This policy is reviewed by the board of directors annually and may be updated periodically to reflect changes in our practices or security standards.