



**Hunger is Unacceptable**

## **Donor Privacy Policy**

Bellingham Food Bank (BFB) values each of its donors and takes their privacy very seriously. To that end, we maintain the highest level of confidentiality concerning our donors' contact and financial information. All online and offline donor transactions with BFB are covered by this policy and are conducted over secure portals. Access to this data is password-protected and limited to authorized BFB employees.

### **What We Collect**

BFB collects the following personal information from our donors: donor name, acknowledgement name, company name, amount donated, address, telephone number, and email address.

### **How We Use Donor Information**

Donor information is used for internal purposes only. BFB does not sell or lease donor information. Donor information will only be used by BFB's staff to:

- Distribute receipts for donations;
- Thank donors for their contribution;
- Inform donors about current and upcoming activities, including additional opportunities to support BFB;
- Track and analyze donor data;
- Comply with current rules and regulations governing IRC 501(c)(3) financial reporting; and
- Comply with any reporting requirements related to specific grants or contributions.

### **Donor's Bill of Rights**

1. To be informed of BFB's mission, of the way BFB intends to use donated resources, and of its capacity to use donations effectively for its intended purposes.
2. To be informed of the identity of those serving on BFB's Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to BFB's most recent financial statements.
4. To be assured their gifts will be used by BFB for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition of all contributions to BFB.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To be assured that their contact information will not be used if so chosen by the donor.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers. If you have additional questions about BFB or its Donor Privacy Policy, please send an email to: [info@bellinghamfoodbank.org](mailto:info@bellinghamfoodbank.org).