

Mid-Atlantic Christian University Institutional Advancement Policy 3

SUBJECT: CONFIDENTIALITY OF DONOR INFORMATION

DATE: September 18, 1995

REVISED: September 2013

REVIEWED: APRIL 2020

NEXT SCHEDULED REVIEW: This policy will be reviewed by the Director for Institutional Advancement in February of even-numbered years.

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Institutional Advancement Division, Mid-Atlantic Christian University

Procedure for: VPIA, Mid-Atlantic Christian University

Authorized by: VPIA, Mid-Atlantic Christian University

Issued by: Board of Trustees

I. Purpose

The purpose of this policy is to maintain confidentiality of donor information by any university personnel involved in fundraising or receipting of donations.

II. Policy

All donors' records are confidential and will not be made available to individuals outside university personnel. Generally, only the President and Institutional Advancement staff shall have direct access to such records. The university may publish information listing donors within categories of giving to recognize them for their contributions.

III. Procedure to assure confidentiality of donor information

- A. Computer programs and/or files used to store donor information will be password protected, and only individuals authorized by the DIA will be granted access to those programs or files. This password system will be separate from other passwords used to access the University network or IT systems.
- B. The university will not release contact or address information for the purpose of direct mailings to any outside source or individual other than the MACU Alumni Association

and/or an approved vendor that performs specific contractual services for the university. Such a vendor must agree in writing to observe this policy.

IV. Published: Policy Manual; MACU public website, Gifts tab

V. Reason for Revision

VI. Appendices: None