



## Donor Privacy Policy

### **Mission**

The Colorado Mountain College Foundation (Foundation) builds sustainable community support for the needs and strategic priorities of Colorado Mountain College and its students.

### **Purpose of the Policy**

The Foundation recognizes and values the privacy of its donors. This Donor Privacy Policy outlines the collection and use of donor information.

### **Policy**

The Foundation is committed to respecting the privacy of donors. However, tax laws in the United States require the Foundation to keep contact information and contribution level of donors on file. The types of donor information that the Foundation collects and maintains are as follows:

- Name, date of birth, gender, address, second address (if applicable), telephone number(s) and e-mail address (es)
- Spouse/partner name
- Degree(s), degree date(s) and College identification number, if applicable
- Giving information
- Information on events attended, publications received and special requests for information
- Information provided by the donor in the form of comments and suggestions

The Foundation uses donors' information to understand their interests in its mission, to update them on the Foundation's plans and activities, to thank donors for their donation, and to distribute receipts the donations. Access to donor information is restricted to select Foundation staff, contractors, Board of Directors and volunteers whose primary duty is to further the legitimate philanthropic mission of the Foundation through a password-protected database and locked files. Information is shared with staff, contractual fundraisers and volunteers only on a "need-to-know" basis, and is not to be distributed.

The Foundation assures donors that their information will not be sold to any third party.

### **Changes to the policy**

This policy has been reviewed and approved by the Foundation Board of Directors. The Board must approve any changes to or deviations from this policy.

Approved on February 18, 2021.