



## **METHODIST CHILDREN'S HOME DONOR PRIVACY POLICY**

Methodist Children's Home (MCH) does not publish, post, distribute, share or sell, the name, personal contact information or description of donations by a donor(s) to any outside individual or business. Exceptions shall be those required by law, requested in grant applications or in connection with bank credit or debit card transactions that legally may be made without prior knowledge or consent of the donor.

MCH does acknowledge donors by name and/or description of donation, after the donors have given their written permission, in certain printed material such as newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, the organization's website or other means of expressing appreciation for the donors' assistance. A donor wishing to view samples of these publications may do so by contacting the development department by phone: (800) 853-1272 or e-mail: [development@MCH.org](mailto:development@MCH.org).

MCH will provide at least annually a means for both new and continuing donors to inform the charity if they do not want their names acknowledged on any printed materials. Donors may also request options such as "Never List" or "Always List" and avoid an annual decision on this matter.

If a donor chooses to opt out of any acknowledgement listings in printed material, the donor's name and address will be made available only to members and/or MCH staff who are responsible for managing the business of the organization.

All persons receiving MCH correspondence will have an opportunity to request no future mailings or items be sent to a particular address. Requests for information about a donor record or discontinuation of mailings or items shall only be granted to the individual who resides at the address on the donor record and/or a person that legally acts on behalf that person(s). At times, additional information may be requested by the development staff to ensure a donors' confidentiality remains protected.

A printed copy of MCH Donor Privacy Policy will be mailed to a donor upon request and is also available on the website at [MCH.org](http://MCH.org) under the "Annual Report" tab.

All records of donations to MCH shall be maintained by the organization according to the policies approved by the MCH Board of Directors as well as applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location in the MCH Development Department.

A donor's photograph will not be used at any time or in any MCH publication without the donor's being contacted and consent granted. In the case of a minor, written permission will be obtained from the parent/guardian.