

Second Harvest Food Bank of Northwest NC Donor Privacy Policy

I. Scope/ Purpose

Second Harvest Food Bank of Northwest NC maintains a reputation for integrity and honesty in dealing with its donors and the public. We are proud of this reputation. This Donor Privacy Policy is an integral part of Second Harvest Food Bank maintaining this reputation. It provides a clear statement of policy that Second Harvest Food Bank employees and independent contractors are to follow. The policy also applies to directors and others who may represent the Second Harvest Food Bank.

II. Policy

1. Second Harvest Food Bank maintains an extensive mailing list for the purpose of soliciting charitable contributions. It is the policy of Second Harvest Food Bank that under no circumstances will this mailing list be sold and/ or given to another entity.
2. Second Harvest Food Bank believes in honoring the request of its donors with respect to their privacy. Therefore, any request by a donor to have their contribution designated as an anonymous gift will be honored. Under such circumstances the donor's name and address will not be disclosed to the public and will be held in confidence by Second Harvest Food Bank staff. Disclosure to the members of the Board of Directors may be permitted in circumstances where such disclosure is necessary in order for the Board to fulfill its fiduciary responsibilities.
3. Only Second Harvest Food Bank staff that have been designated by the Executive Director will be allowed to view information about donors and their donations.

III. Administration and Application

Second Harvest Food Bank's Donor Privacy Policy is closely monitored at all times. Everyone must abide by the requirements of this policy. Failure to follow this policy may lead to disciplinary action. In the event of an alleged violation of this policy, Second Harvest Food Bank will weigh relevant facts and circumstances to determine the appropriate actions to be taken if it is determined a violation of this policy occurred.