



Donor Privacy Policy

I. Purpose of Policy

To protect the interests of and personal information provided by all Michigan Humane Society (MHS) donors. By submitting your information to MHS, or any of our staff, you consent to the terms and conditions of the policy and to our processing personal information for the purposes stated below.

II. Procedure

1. Donor information is maintained in computer and/or paper files.
2. Paper files are locked and only development and finance staff and the CEO are permitted access.
3. Computer files are restricted to allow access to the CEO, finance and development staff. No one other than those noted may access the computer files to input or extract data.
4. Donor information may be shared with staff, board members and key volunteers and consultants for the explicit purpose of fund raising. They will adhere to this policy.
5. Donors requesting anonymity will be acknowledged in all published material as "Anonymous" and the request will be documented in all files.
6. All outside requests for donor information will be denied, without exception.
7. MHS will not directly sell, rent or otherwise share donor names, addresses or information with any third party.

III. Training

All staff will be made of aware of this procedure as part of a regular review of the agency procedure manual.

IV. Monitoring for Compliance

The Director of Development Operations will monitor for compliance.