

# Donor Privacy & Data Protection Policy

**Organization: Red Mountain Community Social Club**

Effective Date: April 7, 2026

Approved by: RMCSB Board

## 1. Purpose of This Policy

This Donor Privacy & Data Protection Policy outlines how the Red Mountain Community Social Club organization collects, uses, protects, and manages donor information. The Organization is committed to maintaining trust and confidence of donors and ensuring compliance with all applicable federal and state laws, including IRS regulations and relevant data protection standards.

## 2. Scope

This policy applies to:

- All donors (individuals, businesses, foundations, and organizations)
- All board members, and contractors who have access to donor information
- All methods of data collection, including online, written, oral, and event-based records

## 3. Donor Information Collected

The Organization may collect the following types of donor information:

- **Personal contact details:** Name, address, phone number, email
- **Donation information:** Amount donated, donation history, intended use, restrictions, pledges
- **Payment information:** Credit card or bank details (processed securely through third-party vendors)
- **Event participation:** Attendance, sponsorships, or member involvement
- **Optional information provided by donors:** Interests, reasons for giving, or preferred communications

The Organization does **not** knowingly collect data from minors without consent.

# Donor Privacy & Data Protection Policy

**Organization: Red Mountain Community Social Club**

Effective Date: April 7, 2026

Approved by: RMCSB Board

## 4. How Donor Information Is Used

The Organization uses donor information only for legitimate nonprofit purposes, including:

- Processing donations and providing receipts
- Acknowledging contributions
- Sending newsletters, updates, and organizational communications
- Managing donor records and reporting
- Conducting internal analysis to improve fundraising and outreach
- Complying with legal or audit requirements

The Organization **does not sell, rent, trade, or exchange donor information** with any outside organization.

## 5. Donor Rights

Donors have the right to:

- Request to remain anonymous
- Opt out of mailings, emails, or fundraising solicitations
- Access and review their personal information
- Request corrections to inaccurate data
- Request that their information be removed from active databases whenever legally permissible

Requests may be submitted via email, mail, or phone (contact information provided by the Organization).

## 6. Public Recognition of Donors

The Organization may publicly recognize donors in publications such as annual reports, event programs, or donor walls unless the donor specifically requests anonymity.

Anonymous preferences will be strictly honored.

# Donor Privacy & Data Protection Policy

## Organization: Red Mountain Community Social Club

Effective Date: April 7, 2026

Approved by: RMCSB Board

### 7. Data Protection & Security

The Organization employs reasonable administrative, technical, and physical safeguards to protect donor information, including:

- Secure, password-protected electronic systems
- Encryption of online donations and payment processing
- Access restricted to authorized personnel only
- Locked file storage for physical records
- Regular data backups
- Periodic review of data security practices

Third-party vendors (e.g., payment processors, CRM software) must demonstrate compliance with industry security standards before handling donor information.

### 8. Online Privacy & Website Data

If donor information is collected through the Organization's website:

- Web traffic may be analyzed using cookies or analytics tools (non-personal data)
  - Online donations are processed through secure, encrypted platforms
  - Email newsletter signups require explicit consent
- The Organization is not responsible for the privacy practices of external websites linked from its site.

### 9. Data Retention

Donor records will be retained for the period required by:

- Federal IRS regulations
- State nonprofit laws
- Document retention policies

Financial and donation records may be kept for up to seven years or longer as required by law. Records will be securely destroyed when no longer needed.

# **Donor Privacy & Data Protection Policy**

**Organization: Red Mountain Community Social Club**

Effective Date: April 7, 2026

Approved by: RMCSB Board

## **10. Confidentiality Responsibilities**

Board members, volunteers and contractors must:

- Maintain strict confidentiality of donor information
- Use such information exclusively for organizational purposes
- Sign confidentiality agreements when applicable
- Report suspected breaches immediately to the Board President

Failure to comply may result in removal of access privileges, disciplinary action, or contract termination.

## **11. Data Breach Procedures**

In the event of a suspected or confirmed data breach:

1. The Organization will immediately secure systems and limit access.
2. An internal review will be conducted to identify affected information.
3. Donors will be notified promptly if their personal data may have been compromised, as required by law.
4. Appropriate corrective actions and cybersecurity measures will be implemented.

## **12. Policy Review**

Policies and procedures are reviewed and revised at the direction of the Board President as needed or to align with changes in the law or changes in organizational practices.