

Donor Privacy Policy

1. Purpose

The Gentle Journey Foundation is committed to respecting the privacy of its donors and protecting personal and financial information provided to the organization

This Donor Privacy Policy outlines how donor information is collected, used, stored, and protected.

The Foundation values the trust of its donors and will maintain confidentiality and security of donor information to the best of its ability.

2. Information Collected

The Gentle Journey Foundation may collect donor information including:

- Name
- Address
- Email address
- Phone number
- Donation amount
- Donation history
- Payment information (processed through secure third-party platforms)
- Communication preferences
- Employer or sponsorship information (if applicable)

This information is used solely for Foundation operations, donor communication, donation tracking, and tax acknowledgment purposes.

3. Use of Donor Information

Donor information may be used for:

- Donation receipts and tax acknowledgment letters
- Thank you letters and donor recognition
- Annual reports and impact reports
- Foundation newsletters and updates
- Event invitations
- Fundraising campaigns
- Grant reporting (anonymous or aggregated when possible)
- Internal record keeping

Donor information will only be used for purposes related to the Foundation's mission and operations.

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4. Confidentiality and Security

The Gentle Journey Foundation will take reasonable steps to protect donor information from unauthorized access, loss, misuse, or disclosure.

Financial information such as credit card numbers or bank information is processed through secure third-party payment processors and is not stored by the Foundation whenever possible.

Access to donor records is limited to individuals who need the information for Foundation operations.

5. No Sale or Sharing of Donor Information

The Gentle Journey Foundation does not sell, rent, trade, or share donor information with other organizations, businesses, or individuals for marketing or commercial purposes.

Donor information may only be shared if required by law or for necessary financial or tax reporting.

6. Donor Recognition and Anonymity

Donors may be recognized in:

- Annual reports
- Website donor lists
- Impact reports
- Media recognition
- Events and sponsorship recognition

Donors may request to remain anonymous at any time, and the Foundation will honor that request.

7. Opt-Out and Communication Preferences

Donors may request at any time:

- To be removed from mailing lists
- To stop receiving emails
- To stop receiving phone calls
- To remain anonymous
- To update their contact information

The Foundation will honor these requests promptly.

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8. Policy Review

This Donor Privacy Policy will be reviewed periodically by the Board of Directors and updated as necessary to ensure donor privacy and nonprofit best practices.

9. Approval

This Donor Privacy Policy was adopted by the Board of Directors of the Gentle Journey Foundation in 2024.