

BLUELIGHT HEALTH

POSITIVE CHANGE FOR POSITIVE LIVING

Donor Privacy & Confidentiality Policy

Your trust and confidence are important to us. The purpose of this policy is to state the position of BlueLight Health on donor confidentiality and donor anonymity and will guide the actions of the Board of Directors, the Executive Director and staff and committee members who may serve the organization, regarding the rights of donors and potential donors to confidentiality regarding their transactions with the organization.

BlueLight Health recognizes that the operation of the organization requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared with or developed by organization staff on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to the Foundation.

Information about donors and donations is handled with respect and confidentiality. Employees and volunteers of BlueLight Health are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of BlueLight Health.

Confidentiality of Records

The Executive Director shall be responsible for maintaining the confidentiality of donor and prospect records and will ensure that all staff have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. He/she may, in his/her discretion, make all or part of any record available to staff members if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors unless a larger legal issue is related.

BlueLight Health will not sell, share, or trade your personal information for third party fundraising or marketing purposes. BlueLight Health does not sell its mailing lists.

To carry out its responsibilities, the Board of Directors or committee members may need to review donor/prospect records. They shall respect the Foundation's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

BlueLight Health's auditors are authorized to review donor and prospect records as required for the purposes for which they are engaged. Gift agreements are considered "strictly confidential information" and are not public documents. Particulars of a gift agreement will not be shared with the general public unless the donor has granted permission to do this.

The names of donors may be listed in BlueLight Health's annual report, on the website and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity. BlueLight

Health will not publish the specific amount of any donor's gift without the permission of the donor.

How we use information

BlueLight Health collects, uses, and discloses personal information concerning our donors for the following reasons:

- To establish a relationship and communicate with donors
- To understand who our donors are and how we may improve our services to meet their preferences and expectations
- To process a donation (e.g. a credit card transaction)
- To issue a tax receipt
- To recognize contributions
- To meet requirements imposed by law

If you wish to review or update your personal information, please contact Donor Relations via one of the methods below.

BlueLight Health Donor Relations

Call: 1 (352) 405-1000

Email: info@bluelighthealth.org