



DONOR PRIVACY POLICY AND DONOR BILL OF RIGHTS

SKIP of New York, Inc. (SKIP) maintains the highest level of respect for the privacy of its donors. As a reflection of this commitment to honor your privacy, we have developed this *Donor Privacy Policy* to guide our volunteers and staff on how they may and may not use your personal information. This policy may be updated from time to time.

What Information is Collected

SKIP of New York collects and uses personal information from donors that includes: name, address, telephone number, e-mail address, amount donated, payment information, and donor comments. Tax laws in the United States require SKIP of New York to keep contact information and contribution level of donors on file.

How SKIP of New York Uses the Collected Information

SKIP of New York does not publish, sell, trade, rent or share e-mail or mail addresses, or telephone numbers of our donors. SKIP of New York will use contact information (e-mail, telephone number and address) of donors for the following purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities of SKIP of New York
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies, as for example, 990 requirements

We allow donors the option to have their name publicly associated with their donation. Unless the donor explicitly chooses the "anonymous" field when donating online, staff and volunteers will assume the donation is to be publicly announced.

SKIP of New York does not sell, trade, rent or share its donor list with any other organization. SKIP of New York does not send out mailings on behalf of other organizations, unless the mailing concerns a joint project of SKIP of New York.

Financial Information

All access to donor financial information is strictly limited to professional staff who need to process the data. No such data are given to any person, organization or group who does not need access to this data.

SKIP of New York uses an online payment processing service with security and strong reputation. Credit card numbers are used only for processing donations and payments and not for any other purpose.

Log Files

SKIP of New York uses IP addresses to help administer its website, analyze trends, track user movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

SKIP of New York may share aggregated demographic information with our partners and

advertisers. This is not linked to any personal information that can identify an individual person.

Notification of Changes

SKIP of New York will post any changes to its *Donor Privacy Policy* here on our website, and they will become effective when posted.

Removing Your Name from Our Mailing List

If you wish to be removed from our email and postal contact lists, please email us at unsubscribe@skipofny.org or contact us at:

SKIP of New York, 601 West 26th Street, Suite 522, New York, NY 10001
(212) 268-5999

DONOR BILL OF RIGHTS

SKIP of New York (SKIP) subscribes to *The Donor Bill of Rights* created by the *Association of Fundraising Professionals (AFP)*, the *Association for Healthcare Philanthropy (AHP)*, the *Council for Advancement and Support of Education (CASE)*, and the *Giving Institute: Leading Consultants to Non-Profits*. It has been endorsed by numerous organizations.

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A Donor Bill of Rights

PHILANTHROPY is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Contact Us

If you have questions about the Privacy Policy or the Donor Bill of Rights, please contact us at info@skipofnewyork.org or at 601 West 26th Street, Suite 522, New York, NY 10001, Phone: (212) 268-5999.