

AWAIC, Inc.	Number: 01-DEV	Page 1 of 3
Policies & Procedures	Approved:	Supplements:
Subject: Security, Privacy and Use of Constituent Data	Title: Constituent Privacy Practices	
	Effective:	Revision Due:

1. Policy Statement

AWAIC, Inc. has created this privacy policy to demonstrate our firm commitment to our constituent's privacy and the protection of information.

2. Policy

1.1.1 What information we collect

AWAIC, Inc. collects information to include but is not limited to: monetary amount, items donated, name, address, telephone number, constituent comments and e-mail addresses.

1.1.2 How we use information collected

AWAIC, Inc. will use constituent information (e-mail, telephone number and address) for these primary purposes but not limited to:

- Distribute receipt for donations
- Thank constituents for their donations via publications, materials, social mediums, and other means determined appropriate by AWAIC, Inc.
- Inform constituents about upcoming fundraising, developments, and other information related to AWAIC, Inc. and its mission
- Internal analysis
- Record keeping
- Required reporting to relevant U.S. and State agencies (these reports are not for public inspection)
- Grant writing statistics

AWAIC, Inc. allows constituents the option to have their name publicly associated with their donation unless the donor explicitly requests to remain "anonymous" when donating. In all other cases the default is for staff and volunteers to assume all donations are approved by the constituent to be publicly announced and associated with AWAIC, Inc. Comments given by constituents become the property of AWAIC, Inc. and we reserve the right to publish unless the constituent explicitly indicates otherwise.

AWAIC, Inc. will never sell, trade, rent or share constituent information, such as e-mail, mail addresses, or telephone numbers without prior permission of constituent.

1.1.3 Constituent Security

AWAIC, Inc. use SSL encryption to protect sensitive information online identifiable data, and also protects constituent information off-line. Only AWAIC, Inc. authorized employees, trained volunteers, and our Board of Directors are granted access to constituent information.

AWAIC, Inc. uses the industry standard online payment processing services by Auctionpay which has a strong reputation for security. AWAIC, Inc. does not have access or does not store credit card numbers from any donations made online through Auctionpay.

All servers that store personally identifiable data are kept in a secure environment.

1.1.4 Financial Information

All access to donor financial information is strictly limited to professional staff or approved volunteers who process the data. No such data are given to any person, organization or group who does not need to access our data for AWAIC, Inc. business.

All credit card and check transactions made via phone, mail, and directly to AWAIC, Inc. are archived for five years in our Finance Department and destroyed by shredding. [Reference AWAIC, Inc. Finance Record Retention Policy]

Credit card information processed through our constituent database such as recurring monthly donations is stored on a secure server. Data may only be accessed by approved staff for the sole purpose of updating credit card information, updating donation amount or opting out at the constituent's request.

1.1.5. Contact us

If you have questions about this **Constituent Privacy Policy** or if you wish to be removed from our e-mail, postal contact, or any of our solicitation lists, please email ruawaic.org with subject line *Please Remove From Communications* or write to:

AWAIC, Inc. (Abused Women's Aid in Crisis, Inc.)
Attn: Development Department
100 W. 13th Avenue
Anchorage, Alaska 99501
(907) 279-9581 Main Line
(907) 743-5784 Fax

1.1.6. Donor Bill of Rights

AWAIC, Inc. subscribes to the Donor Bill of Rights partially adapted but developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education

(CASE), and National Society of Fund Raising Executives (NSFRE). 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 assure that philanthropy merits the respect and trust of the general public, and that constituents and prospective constituents can have full confidence in AWAIC, Inc activities they are asked to support, we declare that all constituents have these rights:

1. 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.
2. 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.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the constituent will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to remain anonymous and to be deleted from any communications or mailing lists.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

3. References

American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and National Society of Fund Raising Executives (NSFRE).

4. Attachments