

ASSOCIATION FOR NONSMOKERS-MINNESOTA DONOR INFORMATION, PRIVACY, AND CONTACT POLICY

The Association for Nonsmokers-Minnesota provides a secure environment for collecting donations and maintains internal controls for the safekeeping of all confidential donor financial and personally identifiable information.

Donations are received by check or money order only. The finance manager opens all donor mail and mails a typed acknowledgement for tax purposes. Checks and money orders are immediately copied, endorsed, and locked up for deposit into ANSR's bank account. Large or multiple donations are immediately prepared for deposit and sent to the bank for deposit. Donor name, contact information, and amount of donation are given to the president for personal acknowledgement. No other staff members are involved in the process.

Donations contain some or all of the following personally identifiable information: Name, street address/PO box, city/state/zip code, financial institution and financial institution account number, check number, dollar amount of donation, money order detail, and telephone number. ANSR keeps this information locked up. ANSR does not make this information public, nor does ANSR share this information with outside parties. ANSR uses this information only to maintain donor records, respond to donor requests for donation information, and solicit future contributions. Donors are not required to provide all of this information and may make contributions anonymously. Should an anonymous donor's identity happen to be known to staff, this information will not be recorded or acknowledged.

No information on donors appears on ANSR's Web site or in our annual report or other publications. Only the total amount of donations is included in audit records or on Forms 990.

Donors may change their personally identifiable information by contacting ANSR via mail, telephone, fax, or email. Donor records will be changed and the provided information shredded at timely intervals.

By the same methods, donors may request to be removed from solicitation and other contact lists. Their contact information will be promptly removed from the database or modified to insure that no further contact is made with the person or entity. ANSR will maintain a record of these requests in a locked location to the extent necessary for legal or liability purposes.

Adopted by the Board of Directors of the Association for Nonsmokers- Minnesota on October 18, 2012.