

## THE KAREN WYCKOFF REIN IN SARCOMA FOUNDATION 2021

### DONOR PRIVACY POLICY

To build public trust and to ensure that donors and prospective donors can have full confidence in the Karen Wyckoff Rein in Sarcoma Foundation (“KWRISF”) and the causes it supports, KWRISF will protect the privacy of donor information in accordance with the procedures set forth in this policy. This privacy policy applies to all information received from donors including information collected on our website [www.reininsarcoma.org](http://www.reininsarcoma.org).

1. KWRISF will inform donors and prospective donors 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. KWRISF will inform donors and prospective donors of the persons on the organization's Board of Directors and will ensure that the members of the Board of Directors are aware of their responsibility to oversee the disposition of the organization's resources to support the mission of the organization.
3. KWRISF will give donors and prospective donors access to the organization's most recent financial statements.
4. All gifts to KWRISF will be used for the purposes for which they were given, and donors will be given appropriate assurances to that effect. All donors will receive appropriate acknowledgement and recognition for the gifts to KWRISF.
5. All donations and information provided by donors to KWRISF will be handled with respect and confidentiality to the extent provided by law and donors will receive appropriate assurances to that effect. All donors shall have the right to expect that relationships with KWRISF and its employees and representatives will be professional in nature.
6. We use firewall and encryption technology to protect personal information on our computer systems, including our website. All credit card gifts are encrypted through a secure third party payment system. No card numbers are retained by KWRISF.
7. All donors shall have the right to “opt-out” of making their private information available or shared or made public, except that (i) KWRISF shall have the right to share private information with a donor's employer in connection with a matching-grant application initiated by the donor, and (ii) KWRISF shall have the right to share private information with another charitable organization or foundation in connection with a matching grant application by KWRISF if such other charitable organization or foundation has in effect an appropriate donor privacy policy.
8. KWRISF will not sell donor information to any person or organization.
9. If KWRISF uses employees of the organization or hired solicitors in connection with the solicitation of donations, donors and prospective donors shall be advised of the use of such non-volunteer solicitors.
10. KWRISF shall not share any of its mailing lists with any other organizations without the consent of persons on such mailing lists.
11. All donors and prospective donors shall have the right to ask questions when making a donation and to receive prompt, truthful and forthright answers.

12. KWRISF shall have a separate board-approved discontinue contact policy guaranteeing that donors can be removed from solicitation and other mailing lists.
13. Donors and prospective donors may contact KWRISF through its website at [www.reininsarcoma.org](http://www.reininsarcoma.org).
14. KWRISF does collect and retain in a secure data base which is not shared: Name, Address, Email (if provided in an online donation or given in a written document) and relationship to the sarcoma community: patient/survivor, family/friend of a deceased sarcoma patient, family/friend of a sarcoma patient survivor, community supporter.
15. Please contact [admin@reininsarcoma.org](mailto:admin@reininsarcoma.org) to change any incorrect information or to share information updates with KWRISF.

Adopted by Karen Wyckoff Rein in Sarcoma Foundation Board of Directors

Date: August 30, 2021