



Donor Bill of Rights and Confidentiality Policy

Donor Bill of Rights

Minnesota Network of Hospice & Palliative Care (MNHPC) has adopted the following Donor Bill of Rights, which is adapted from the Donor Bill of Rights created by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE), and endorsed by numerous organizations.

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:

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 acknowledgement and recognition, unless the donor requests otherwise.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law and MNHPC policy.
7. To expect that all relationships with individuals representing organizations of interest to the donor 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 be deleted from mailing lists. **MNHPC does not sell, rent, share, or trade its donor lists.**
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers

Donor Confidentiality Policy

Minnesota Network of Hospice & Palliative Care (MNHPC) considers protecting donor confidentiality essential and also recognizes that the efficient operation of the organization requires confidential management of donor and prospect records and other information. Donor information may be shared with or developed by the organization's staff, contractors, or volunteers only on a confidential, need to know basis. Donor records include all files, whether paper and electronic. Care will also be taken to preserve confidentiality when discussions about donors occur in the course of conducting MNHPC activities.

1. Confidentiality of Records and Other Information

The Executive Director is responsible for maintaining the confidentiality of donor and prospect records and other information. Records and other information will be available to staff, contractors, and volunteers as needed to fulfill their duties.

The Executive Director and the Chair of the MNHPC Development Committee will determine what information is made available to MNHPC Board and committee members to assist them in fundraising on behalf of the organization.

MNHPC auditors and contracted fund development consultants are authorized to review donor/prospect and fund records and other information as required for the purposes for which they are engaged.

All requests for information by media or in the course of legal proceedings, such as subpoenas, shall be referred to the Executive Director.

All persons to whom donor/prospect records or other information is made available to conduct MNHPC activities shall maintain the confidentiality of the records or information. Paper and electronic copies of confidential information about donors will be shared and then retrieved and destroyed. Donor information may be shared with or developed by the organization's staff, contractors, or volunteers only on a confidential, need to know basis.

Donors will always have free access to information about their own gifts.

2. Publication of Donor Names

Unless otherwise requested by a donor, the names of all donors may be printed in MNHPC's annual report and in other appropriate listings. MNHPC will not publish the exact amount of any donor's gift without the express permission of the donor. Unless otherwise specified in the gift document, donors making gifts to MNHPC by bequest or other testamentary device are deemed to have granted such permission. Donors will be provided ample opportunities to make requests for anonymity or confidentiality.

3. Memorial and Tribute Gifts

The names of donors of memorial and tribute gifts may be released to the honoree, next of kin, or appropriate member of the honoree's immediate family, unless otherwise specified by the donor. Gift amounts will not be released without the express consent of the donor.

4. Anonymous Gifts

The Executive Director is authorized to accept gifts to MNHPC from donors who wish to remain anonymous, so long as MNHPC is provided sufficient information about the gift and the donor to meet all legal requirements associated with the gift. The name of the donor may be withheld from MNHPC Board members, if so requested by the donor. If shared with the Board generally, all members will respect the anonymity of the gift.

Unless otherwise specified, the amounts of all gifts by Board members and committee members will not be disclosed.

5. Giving Categories

If giving categories have been stipulated for a specific fund drive, challenge grant, or project, or as part of MNHPC's ongoing donor recognition program, donors are deemed to have given permission for MNHPC to publish their names associated with the particular giving category unless they otherwise specify.

6. No Disclosures to Third Parties

MNHPC shall not release to third parties or allow third parties to copy, inspect or otherwise use MNHPC records or other information pertaining to the identification of a donor or donor's gifts. No disclosures to third parties of such information, including addresses and demographic information, shall be made without the donor's consent.

7. Confidentiality of Fundraising Activities

Discussions that take place in the context of MNHPC's fundraising activities will remain confidential, including discussions pertaining to grant proposals, development activities, fundraising, and investment management.

8. Need to Know

Confidential records and other information about donors and funders will not be shared for any reason except on a need-to-know basis.

9. Consequences of Policy Violation

Violations of this Confidentiality Policy are considered very serious, and may result in disciplinary action, up to and including dismissal for employees or contractors, or removal from the Board or any committee.