

Donor Privacy and Confidentiality Policy

Trust and confidence are important to us. The purpose of this policy is to state the position of the Nevada State College Foundation (the Foundation) on donor confidentiality and donor anonymity and will guide the actions of the Board of Trustees, the Associate Vice President (AVP) for Advancement and staff and committee members who may serve the College or the Foundation, regarding the rights of donors and potential donors to confidentiality regarding their transactions with the Foundation.

The Nevada State College Foundation recognizes that the operation of the Foundation requires the maintenance and management of extensive donor and prospect records. Donor records often contain sensitive information that has been shared with or developed by Foundation staff on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to the Foundation.

Information about donors and donations is handled with respect and confidentiality. Employees and volunteers who have access to donor records are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of the Foundation.

Confidentiality of Records

The AVP shall be responsible for maintaining the confidentiality of donor and prospect records and will ensure that all staff have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. He/she may, in his/her discretion, make all or part of any record available to staff members or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors related to disclosure unless a larger legal issue is related. The Foundation will not sell, share, or trade your personal information for third party fundraising or marketing purposes. The Foundation does not sell its mailing lists.

To carry out its responsibilities, the Board of Trustees or committee members may need to review donor/prospect records. They shall respect the Foundation's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

The Foundation's auditors are authorized to review donor and prospect records as required for the purposes for which they are engaged. Gift agreements are considered "strictly confidential information" and are not public documents. Particulars of a gift agreement will not be shared with the general public unless the donor has granted permission to do this.

Pursuant to Nevada Open Records Law, NRS 396.405, the Foundation is not required to disclose the name of any contributor or potential contributor to the Foundation, the amount of his or her contribution or any information which may reveal or lead to the discovery of his or her identity. The Foundation shall, upon request, allow a contributor to examine, during regular business hours, any record, document, or other information of the Foundation relating to that contributor.

Publication of Donor Names

The names of donors may be listed in the Foundation's annual report, on the website and/or in similar public relations communications. Exceptions will be made for any donor who specifically requests anonymity.

The Foundation will not publish the specific amount of any donor's gift without the permission of the donor.

Donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission, unless otherwise noted.

Honor/Memorial Gifts

The names of donors of memorial or honor gifts may be released to the honoree, next of kin or individual(s) designated by the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without express consent of the donor.

Anonymous Gifts

The AVP is authorized to accept anonymous gifts to the Foundation. In the event the AVP is uncertain about the desirability of accepting an anonymous gift, he/she shall consult with the Foundation's Executive Committee. The AVP shall disclose to the Executive Committee, upon a request by a majority of the Executive Committee, the names of any anonymous donors.

Kinds of Information

The Foundation defines "personal information" as information that can be used to distinguish, identify or contact a specific individual. It does not include publicly available information such as business contact information, names, addresses and telephone numbers as published in public sources, such as telephone directories. Credit card information is handled by a secure third party host and used only to process payment initiated by a person contacting the Foundation. This information is not stored by the Foundation.

How We Use Information

The Foundation collects, uses and discloses personal information concerning our donors for the following reasons:

- To establish a relationship and communicate with donors
- To understand who our donors are and how we may improve our services to meet their preferences and expectations
- To process a donation (e.g. a credit card transaction)
- To issue a tax receipt
- To recognize contributions
- To meet requirements imposed by law

If you have questions about this policy, please contact the Associate Vice President for Advancement, Erin Keller, at erin.keller@nsc.edu or by calling (702) 992-2356.