

Donor Privacy Policy

Purpose

This privacy policy articulates the principles, actions, and beliefs of the Fredericksburg Regional Food Bank (FRFB) with regard to the information collected, retained, and used related to our supporters, including our donors, volunteers, prospects, and affiliated agencies and organizations. This policy is intended to guide the actions of the Fredericksburg Regional Food Bank's employees, volunteers, contractors, and authorized representatives.

This information includes:

- 1) Personal information obtained from donors, volunteers, and prospects through pledge cards, letters, surveys, applications, and other forms, in writing, in person, by telephone, or electronically (*e.g., name, address, employer, birth date, credit card number, family members, interests, etc.*)
- 2) Information may also be retained about present and past history of donations, volunteer service, committee service, and any other interaction an individual may have with the FRFB.

Policy

We consider our donors' support of the FRFB a sacred trust and believe we have an obligation to be faithful stewards of any funds sent to us. We will respect the privacy of the personal and organizational information that we are privileged to have about our supporters. Our commitment to respect the privacy of our supporters extends to how we obtain, use, protect, and share information about them. This privacy policy is intended to be applied in conjunction with related FRFB policies, including, but not limited to, the [Donor Bill of Rights](#).

Principles, Actions, and Beliefs

- We do not sell supporter's information.
- Without the supporter's consent, we do not provide their information to organizations or individuals outside the FRFB.
- Annually, an opportunity will be provided for donors to inform the FRFB that they do not want their information shared outside the organization.
- We will hold strictly confidential all information concerning donors and prospects, including names, addresses, names of beneficiaries, nature, and value of estates, amounts of provisions or gifts, etc., unless a donor or prospect grants permission to use selective information for purposes of referral, testimonial, example, recognition, or publicity.
- We educate our employees and volunteers on the importance of protecting the privacy and security of confidential personal and organizational information.
- We will comply with the expressed wishes of any supporter who does not want their name used in any promotional material, wishes their name removed from solicitation lists, or wishes to have their gifts or services be anonymous.

- We will collect, use, and share information about our supporters among employees and volunteers only on a need-to-know basis and for the sole purpose of carrying out the FRFB's mission.

Request for Removal from the FRFB's Mailing List or Database

Write To:

Fredericksburg Regional Food Bank, Attn: Donor Relations

PO Box 1006, Fredericksburg, VA 22402

Email:

donorrelations@fredfood.org

Call:

(540) 371-7666 x 100

Please allow 60 days for mail to cease.

If you have any questions about our Donor Privacy Policy, you can contact us at any time.