

Henderson Memorial Public Library – Donor Privacy Policy

1. Purpose

The Henderson Library (“the Library”) is committed to protecting the privacy and confidentiality of our donors’ personal and financial information. This policy outlines how donor information is collected, used, stored, and protected, in compliance with applicable laws and ethical fundraising standards.

2. Scope

This policy applies to all individuals and entities that make financial or in-kind contributions to the Library, as well as Library staff, volunteers, board members, and contractors who handle donor information.

3. Information We Collect

The Library may collect and maintain the following types of donor information:

- Name, mailing address, phone number, and email address
- Gift history and pledge information
- Payment and billing information (securely processed and stored)
- Communications preferences
- Information relevant to event participation or volunteer engagement
- Any other information provided by the donor in connection with their relationship with the Library

4. How We Use Donor Information

Donor information is used solely for:

- Processing donations and issuing receipts
- Acknowledging gifts and providing donor recognition (if permitted)
- Communicating with donors about Library activities, events, and impact
- Complying with legal and regulatory requirements
- Internal analysis to improve fundraising efforts

5. Confidentiality & Data Security

- Donor information is kept confidential and will not be sold, rented, or exchanged with any third party.
- Access to donor records is restricted to authorized Library personnel and board members with a legitimate need to know.
- Electronic data is protected by secure systems, passwords, and encryption where applicable.
- Paper records are stored in secure, locked locations.

6. Public Recognition

- The Library may acknowledge donor names in publications, annual reports, or donor walls unless the donor requests anonymity.
- Donors wishing to remain anonymous must indicate their preference at the time of the gift or by contacting the Library in writing.

- The exact amount of a donation will not be publicly disclosed without the donor's consent.

7. Sharing Information with Third Parties

- The Library may use third-party service providers for payment processing, mailing, or donor database management.
- These service providers are contractually obligated to protect donor information and use it only for the contracted purpose.
- Donor information will be shared with third parties only as required by law or with the donor's express consent.

8. Donor Rights

The Library upholds the principles of the *Donor Bill of Rights* as adopted by the Association of Fundraising Professionals (AFP), which include the right to:

- Be informed of the Library's mission, how donations are used, and the organization's capacity to use gifts effectively.
- Have access to the Library's most recent financial statements.
- Receive prompt, truthful acknowledgment of contributions.
- Be assured that information about their donation is handled with respect and confidentiality.
- Have their names removed from mailing lists at any time.
- Receive appropriate privacy protection in accordance with applicable laws.

9. Retention of Donor Information

See Record Retention and Destruction Policy mandated by the State of Ohio posted on <https://www.hmpl.info/policies>

10. Changes to This Policy

This policy may be reviewed and amended by the Library's Board of Directors at any time. The most current version will be posted on the Library's website.

11. Contact Information

For questions, to update information or request anonymity, donors may contact:
Henderson Memorial Public Library
54 East Jefferson Street Jefferson, Ohio 44047
hend-main@hmpl.info
(440) 576-3761

Adopted by the Henderson Memorial Library Board of Trustees on: 08/12/2025

Board Chair Signature: _____

Board Secretary Signature: _____