



DONOR PRIVACY POLICY

Adopted: May 23, 2024

Article I: Purpose

The purpose of this donor privacy policy is to emphasize the highest ethical standards in handling donor information by the Ridgewater College Foundation. Confidentiality, privacy, and security are paramount, and the Foundation works to accommodate donor preferences for anonymity. This policy outlines measures to protect donor privacy, restricts the sharing of donor contact information, and ensures compliance with legal obligations while seeking professional counsel to safeguard donor privacy within the boundaries of the law.

Article II: Privacy Notice

1. Privacy of Your Information

The Ridgewater College Foundation adheres to the highest ethical standards, and donor confidentiality, privacy and security are of the utmost importance to our work. Should a donor wish to achieve any level of anonymity, or have any privacy concerns related to the policy below, our staff will work with that donor to meet his/her needs. The donor should discuss such concerns with Foundation staff before making a gift, to assure that the level of anonymity desired can be achieved. Whenever possible, this policy will be shared with donors prior to the gift being made.

2. Who has Access to My Information

The Foundation is an independent 501(c)(3) nonprofit organization legally separate from Ridgewater College. The following individuals have access to all aspects of donor information to conduct the business of the Foundation and to ensure appropriate oversight and adherence to gift acceptance policies:

1. Executive Director and current Foundation Staff
2. Foundation Board of Directors

3. The Type of Information Used

Unless a level of anonymity is requested by the donor, the following information is public information and may be published in any Foundation publication, on the Foundation website, the college's social media, or provided in response to any information request:

1. Donor name;

2. Year of donation;
3. Fund/purpose supported;
4. Total approximate cumulative giving level, if listed on the Foundation's donor honor roll via the college website;
5. Donor membership in the President's Circle;
6. Details of realized bequests, including gift amount;
7. All details of gifts made by corporations, foundations, or organizations, including the amount of gift, date of gift, and purpose of gift.

The specific dollar amount of an individual's gift(s) or any other information regarding a gift (not cited above) will not be disclosed unless the donor permits.

Any information regarding a potential/unrealized gift, including the likelihood of that gift, will not be disclosed.

4. Marketing

If a donor notifies the Foundation about a revocable deferred gift (bequest or other), the donor may "opt-in" to the Foundation's giving levels. If the donor does opt-in, their name(s) may be published (with no other gift details) in a list of members in any Foundation publication or on the Foundation website. If a donor(s) is deceased and the gift is realized by the Foundation, the donor is deemed to have granted permission for their name(s) to be included in such a listing.

The Foundation does not share its mailing list or donor contact information with other organizations. Donor contact information will never be exchanged, rented, or sold for marketing or any other use unrelated to Foundation business.

5. How We Use your Information

From time to time, Ridgewater College employees involved with a specific Foundation fund, or working with the Foundation, may request from the Foundation the names of individuals who have contributed to a specific fund for uses related only to that fund. The Executive Director must approve any use of donor contact information and the communication (email/ mailing/ solicitation).

Ridgewater College Foundation Board Members and College employees (including College leadership) may work with the Foundation to solicit gifts and provide stewardship to Foundation donors. Board Members and employees are provided with donor contact information, giving history, and potential gift information strictly on a need-to-know basis and only for the use of furthering the work of the Foundation. Foundation staff monitor the use of this information closely.

6. When We Will Disclose Information to Persons Outside of the Foundation

Any donor or gift details that are required to meet any state, federal, or court-ordered legal obligation of the Foundation may be disclosed to the appropriate entity. The Foundation will seek professional legal or financial counsel as needed in these circumstances. Every effort will be made to protect donor privacy within the law.

7. Contact Information

If a donor wishes to contact the Foundation regarding any aspect of this policy, including a desired level of anonymity, the donor should contact the Executive Director at 320-222-6094, or write to the Foundation.

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