

Go Green Initiative Association

Donor Privacy Policy and Donor Bill of Rights

The Go Green Initiative Association (the “GGI”) is committed to respecting the privacy of its donors and to ensuring that actual and prospective donors have confidence in the GGI and that the GGI is using donations solely to fulfill its mission. To reflect this commitment the GGI has adopted a privacy policy and a donor bill of rights, both of which are set forth below. Questions about these policies should be directed to the GGI’s CEO at info@gogreeninitiative.org.

DONOR PRIVACY

Background: The GGI collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and e-mail address
- Payment and billing information (excluding credit card numbers which are used only for donation or payment processing and are not otherwise used or retained)
- Information provided by the donor in the form of comments and suggestions

The GGI uses this information to complete a transaction and communicate with donors, and keeps the information on file for financial and tax purposes in accordance with the GGI’s document retention policy. The GGI also uses this information to make more accurate budget projections, as well as to understand donors’ interests in our mission and to update donors on the GGI’s plans and activities. This information is shared with staff and board members only on a confidential and need-to-know basis.

List Sharing; Mailings for Other Organizations: The GGI does not sell, rent, trade or share its donor list with any other organization. The GGI does not send out mailings to its donors on behalf of other organizations.

Communications with Donors: The GGI endeavors to communicate with donors according to their expressed preferences. The GGI will discontinue or change the method used to contact any donor upon that person’s oral or written request directed to the GGI (including any professional fundraiser or other agent acting on the GGI’s behalf) that they do not wish to be contacted by or on behalf of the GGI.

Upon a donor’s (or a donor’s authorized representative’s) request that the GGI discontinue further contacts, the donor’s name and address will be promptly modified in the GGI’s donor database to ensure that no further contact is made with the person. The GGI will also take steps to ensure that no further contact is made with the donor and that the donor’s name is removed from any external databases or records under the control of the GGI.

This portion of the privacy policy does not apply to individuals or groups voluntarily soliciting on behalf of the GGI, even if the donor being contacted has requested to be placed on the GGI’s “do not contact list”.

Permanent Record: The GGI will maintain an electronic record of all requests for discontinuance of contacts, effective with the adoption of this policy by the GGI's Board of Directors. Oral requests will be noted in writing by staff of the GGI and then permanently recorded in the electronic donor database. The records of persons who have made such a request will be maintained by the GGI in accordance with the GGI's document retention policy.

DONOR BILL OF RIGHTS

The GGI subscribes to the following "Donor Bill of Rights", which was created by the Association of Fundraising Professionals.

- I. 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.
- II. 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.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.