Christian Motorcyclists Association
DONOR PRIVACY AND CONFIDENTIALITY POLICY

**Purpose:**
Your trust and confidence are important to us. The Christian Motorcyclists Association (CMA) supports protecting the privacy of its donors and the confidentiality information concerning them.

The purpose of this policy is to state the position of CMA on donor confidentiality and donor anonymity and will guide the actions of the Board of Directors, the development staff and volunteers who may serve CMA, regarding the rights of donors and potential donors to confidentiality regarding their transactions with the organization.

CMA recognizes that the operation of CMA requires the maintenance and management of extensive donor records. Donor records often contain sensitive information that has been shared with or maintained by the support center staff on a confidential basis. “Records” means all files, including electronic data, containing information on donors to CMA.

**Policies:**
**Confidentiality of Records:**
The Director of Finance (or the designee) shall be responsible for maintaining the confidentiality of donor records and will ensure that all staff and appropriate volunteers have clear direction regarding the confidentiality of records through the establishment of appropriate operation procedures and education. The Director of Finance may, at his/her discretion, make all or part of any hard copy or electronic record available within the finance department’s normal course of work with staff or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors, where noted in writing, related to disclosure to any public listing(s), i.e., Run for the Son incentive announcements.

Hard copies of donor records are never removed from the development office and are maintained in a locked area after normal business hours.

To carry out its responsibilities, outside financial auditors may need to review donor records. CMA auditors are authorized to review donor records as required for the purposes for which they are engaged. Pledge agreements are considered “strictly confidential information” and are not public documents.
Particulars of a pledge document will not be shared with the general public nor with any of the donor’s financial advisors, legal advisors, family or selected individuals, unless the donor has granted permission to do so in writing or unless these details are essential to be shared in a legal proceeding.

We do not sell or exchange our donor names.

Representatives:
The donor or donors who sign any donation agreement are the “Representative(s).” Only the Representative(s) is authorized to receive donor summaries of information concerning his/her donation activity, unless directed otherwise in writing by the donor(s) or as mandated through legal proceedings.

Publication of Donor Names:
The names of all donors may be published in the CMA fundraiser presentations, and/or similar public communications. Exceptions will be made for any donor who specifically requests anonymity. CMA will never disclose the specific amount of any donor’s gift without the permission of the donor, although we list donor gifts in gift ranges, i.e., Run for the Son fundraising. Donors making gifts to CMA in memory or in tribute will not have the amount of their gift disclosed to the memorial/tribute family/friend representative; only the donors name and address and that donated in that manner will be shared.

Anonymous Gifts:
The finance staff and other appropriate staff are authorized to accept anonymous gifts to CMA. In the event the Director of Finance is uncertain about the desirability of accepting an anonymous gift, he/she shall consult with the Vice President of Support Center Operations, as applicable.

Kinds of Information:
CMA may collect personal information such as individual names, company names, titles, addresses, telephone numbers, fax numbers, e-mail addresses, biographical information and payment information. By submitting personal information, the donor acknowledges that he or she has read this privacy policy, understands it, agrees to its terms and authorizes CMA to collect, use and disclose personal information pursuant to the terms of this privacy policy. At no time does CMA keep credit card/debit account information in its database or in any hardcopy records after the transaction is completed.

Any information you submit through email, online, phone, mail or through the employee, board member or solicitor volunteer becomes the sole property of CMA.
How we protect your Information:

The use of your information is limited as noted above, by authorized individuals, to better service an existing donor, potential donor or partner relationship. We make every effort to ensure the security of your information. To prevent unauthorized access, maintain data accuracy, and ensure the proper use of information, we have established and implemented appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Removing your name from our mailing list:

You have the right to ask to be removed from our email list or postal lists or phone lists. Please email us at cmausa.org, “contact us” or write us at The Christian Motorcyclists Association, P.O. 9 Hatfield, AR. 71945 and include your name, address and member number. You may also notify the events department at 870-389-6196 ext. 226