

Donor Privacy Policy

The International Institute of Minnesota is committed to protecting the personal information and privacy of all donors from unauthorized access, alteration, disclosure and destruction. We undertake *security practices* to protect and restrict information access on our website and our database. This includes, but is not limited to name, address, email address, and phone number collected from donors to the Institute. Personal information will be protected and not sold or distributed to any organization outside the Institute without express written consent. The Institute uses secure technology to accept online credit card donations. All records are kept in a password protected database on a secured network.

The Institute publishes names of donors on occasion to publicly thank them for their contribution. Donors may request to be anonymous or to not be publicly acknowledged in printed materials, email notifications or any other communication if they so desire. The Institute will send periodic mail and emails (quarterly reports, annual reports) from time-to-time to communicate agency news and invite donors to agency events unless you request no such mailings. If you wish to be removed from these mailing lists, you may phone, email or write:

International Institute of Minnesota

ATTN: Jane Graupman
Executive Director
1694 Como Avenue
St. Paul, MN 55108
Email address: jgraupman@iimn.org
651-647-0191 x312

This policy is posted on our website: www.iimn.org

The Institute adheres to the following Donor Bill of Rights

To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- 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.

Adopted 01/09/2012