


Bossier Council on Aging, Inc.

Master Policy Manual

Financial Policies

Donor Privacy Policy

Effective Date: November 16, 2023

Reviewed By: , **Executive Director**

Approved by: , **President of the Board**

Policy Statement

Bossier Council on Aging is committed to protecting the privacy of our donors. This Donor Privacy Policy outlines how we collect, use, share, and protect donor information. By making a donation to Bossier Council on Aging you consent to the practices described in this policy.

Procedures

1. Information we collect: We collect personal information from donors, which may include: Name, Address, Email address, Phone number, Donation amount and history & Payment information (credit card number, billing information, etc.)
2. We use donor information for the following purposes:
 - a. To process and acknowledge donations
 - b. To send donation receipts for tax purposes
 - c. To communicate with donors about our work, activities, and events
 - d. To provide updates on the impact of donations
 - e. To respond to donor inquiries and requests
 - f. To conduct research and analysis to improve our fundraising and outreach
3. Bossier Council on Aging does not sell, trade, or share donor information with any third parties, except when required by law or with the explicit consent of the donor.
4. Donors have the right to opt-out of receiving communications from Bossier Council on Aging at any time. To do so, please contact us at 318-741-8302 or contactus@bossiercoa.org
5. Bossier Council on Aging takes the security of donor information seriously. We employ physical, electronic, and procedural safeguards to protect donor data. Online donations are processed through secure and encrypted channels.
6. Bossier Council on Aging reserves the right to change this Donor Privacy Policy. Any changes will be posted on our website.
7. By making a donation to Bossier Council on Aging, you agree to the terms and practices outlined in this Donor Privacy Policy.

BCOA Employees who fail to comply with this policy are subject to disciplinary action up to and including termination of employment.

BCOA reserves the right to review and revise policies as appropriate at any time without prior notice. The policies of the BCOA organization are in no way intended to represent a contract or agreement of employment.