



Policy on Donor Privacy

At Family Services of Southern Wisconsin and Northern Illinois, Inc. (*Family Services*) we respect your privacy. We have created standards to safeguard personal information and ensure that donor privacy is protected.

Your name, address and any other personal information you provide will be used only by agency staff for the purpose of keeping you informed of our activities, including our programs, grants, awards, special events, funding needs, and opportunities to volunteer or otherwise contribute to the work of the agency. If at any time you decide that you do not wish to receive these communications, you may contact *Family Services* and we will gladly remove your name from our mailing list. (Call: 608-365-1244).

Disclosure of donations

Please note that significant financial and/or in-kind donations may be subject to audit and/or subject to request for enumeration by government and/or funding sources.

Donor Recognition

We offer periodic recognition to thank our donors for their support of the work of the agency. Forms of recognition include (but may not be limited to) publishing donor names in our annual report, newsletter, annual thank you advertisement, signage, and at our special events. Donors have the right at any time to request that their donation be anonymous and that their name not be used in any of these venues. If you decide that you would like to remain anonymous, please advise us of your decision as soon as it is convenient for you.

Electronic Personal Records

Donor information is maintained in secured database, and only authorized personnel have access to this information for legitimate and appropriate agency business purposes.

Mailing lists

Family Services does not rent, sell, give-away, or trade its donor lists or any information contained on those lists. Donor information is intended for the use by the agency for charitable related purposes only and will not be used by any entity outside of the agency.