

Donor Privacy Policy

The Virginia Gildersleeve International Fund, Inc.

The Virginia Gildersleeve International Fund (VGIF) is committed to respecting the privacy of our donors. Philanthropy is based on a voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that VGIF donors and prospective donors can have full confidence in organization and its mission, VGIF leadership has developed the Virginia Gildersleeve International Fund Donor Privacy Policy.

The Donor Privacy Policy detailed below presents our donors with information about use of their name and contact information including the option of a donor remaining anonymous. VGIF will not sell, trade or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations. If a donor requests anonymity, information about that donor will not be published. In addition, at the donor's request, their contact information will be removed from the VGIF mailing list. This Donor Privacy Policy will be regularly distributed to all VGIF leadership,

VGIF uses industry standard security measures to protect the loss, misuse and alteration of the information under our control. Nonetheless, due to the inherent dangers of the Internet and Internet transactions, VGIF cannot guarantee the protection of such information against loss, misuse or alteration. VGIF is committed to protecting donor personal information and will make every reasonable effort to keep that information secure.

Donor Contact Information

The Virginia Gildersleeve International Fund (VGIF) collects and uses information from donors that includes, but is not limited to the following: donor name, amount donated, complete contact information, IP address, browser and domain information, date and time of access, and donor comments. VGIF uses this information to understand donors' needs and to provide service to its donors to follow-up donations. Donor names will be listed in publications such as the VGIF newsletter, UPDATE, and on the VGIF website unless the donor requests anonymity.

The VGIF will never sell, trade, rent or share donor names or contact information with anyone else, nor send donor mailings on behalf of other organizations.

The VGIF will use donor name and contact information to remain in contact following their donation. This may include, but not be limited to the following:

- distributing receipts for donations;
- thanking donors for their contribution;

- informing donors about upcoming fundraising activities and other VGIF activities;
- internal analysis and record keeping;
- contacting donors about changes to this policy; and,
- reporting to appropriate federal and state agencies, such reports not available for public inspection.

VGIF will aggregate donor data to create anonymous information for promotional and fundraising activities.

VGIF will publish donor names in its on-line and printed publications, including the Update, Flash, and Annual Report unless the donor has requested anonymity.

VGIF will not send advertisements from others to donors, nor does it provide mechanisms for advertisers to reach donors. The VGIF website links to other sites. Reasonable effort is made to link only to relevant sites that share our standards for content and privacy. We are not, however, responsible for the content or privacy policies pursued at other sites.

Donor Financial Information

Access to donor financial information is strictly limited to the professional staff and VGIF Treasurer, whose position requires them to process this confidential data. Donor financial data is not given to any person, organization or group which does not require access to the data. Donor records are kept secure within VGIF's secure electronic files and hard-copies will be in secure files.

To accept contributions via credit card, VGIF offers donors options. VGIF professional staff may accept information directly to process a donation. VGIF also uses accredited online payment processing services over a secure server. Unless requested by the donor for the purpose of processing recurring donations, VGIF does not store, nor does it have access to, donor credit card information, bank account numbers, or other account data sent to those online processing services.

Use of Funds

The Virginia Gildersleeve International Fund will inform donors of its mission, of the way the organization will use donated resources and of its capacity to use donations effectively for their intended purposes. Donors will be informed of the identity of those serving in VGIF leadership positions, including those in service on the VGIF Board of Directors. Donors may expect VGIF leadership to exercise prudent judgment in its stewardship responsibilities. Finally, donors will be assured that their donation is handled with respect and with confidentiality.

Acknowledging Donations

VGIF strives to ensure that all donations will be acknowledged. Donors may request acknowledgment of their donation as needed for personal financial needs. All donors will receive appropriate acknowledgment in an orderly, timely and effective manner from VGIF leadership.

Contact the Virginia Gildersleeve International Fund

Contact VGIF about this Donor Privacy Policy if you have questions or wish to be removed from the VGIF contact lists, please email or write to:

The Virginia Gildersleeve International Fund
Three West 29th Street
New York, NY 10001
Email: info@vgif.org

Date Approved by the Board of Directors: October 30, 2010