

Bethany Christian Services Donor Confidentiality and Communication Policy and Procedure

POLICY

It is the policy of Bethany Christian Services (Bethany) and its subsidiaries that donor confidentiality is of utmost importance and is maintained through appropriate internal controls.

PROCEDURE

1. All Bethany employees, independent contractors, interns, volunteers and board members will sign the Bethany Christian Services Confidentiality Agreement at the point of hire, or appointment. One signed copy of the Confidentiality Agreement will be given to the individual and the other signed copy will be placed in the personnel file at the National Office as appropriate.
2. Donor information will only be shared with staff, board members, or volunteers who have signed the Confidentiality Agreement for fundraising planning and purposes.
3. Donor confidentiality is of utmost importance and is maintained through the following internal controls:
 - Donor names and gift amounts are not to be sold to any other individuals or organization under any circumstance.
 - Donor requests for anonymity will always be honored.
 - All gifts will be appropriately acknowledged in a timely manner with a receipt.
 - Public acknowledgement and recognition of donors and gifts will only be shared after the donor has given their consent.
 - All Bethany Donor Engagement staff are bound by and committed to the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards of Professional Practice.
 - The Donor Bill of Rights created by AFP is posted on our database and followed by our staff.

COA: ETH 1.04, 3.02, RPM 6.01

NASW Code of Ethics: 1.07(c)

APPROVED: 04/15/2008 by National Board Advancement Committee
Approved/Revised: 4/3/2012, 06/16/2015 by Senior Executive Team
Approved: 09/25/2018 by National Board

