

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Protecting Privacy of Donor, Gifts and Grants	Effective Date: July 1,2011	Policy Number: 06-1-005
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Donor Relations Manager	

I. Purpose of the policy/Policy statement

To assure the privacy of all donor records, gifts, and giving capacity information.

II. Detailed Policy Statement

No information is to be released without the consent of the Executive Director of the Office of Institutional Advancement.

III. Applicability/Scope

LeMoyne-Owen College collects and uses personal information to operate and conduct the business of the college and deliver the services as outlined in the college's mission statement. Personal information, *i.e.*, **name, address, city, state, zip code, telephone, and email address**, will LeMoyne-Owen College will only use your information to conduct the business of the college and may only be released with consent. Financial information is to remain confidential, and may only be published in the range of the gift. LeMoyne-Owen College does not sell, rent or lease its constituent's lists to third parties.

IV. Definitions

Definitions of terms (as needed).

V. Implementation procedures

Reference to detailed procedures that are recommended in order to carry out the intent of the policy.

Responsibility	Action	Timeline
Executive Director, OIA	Maintenance of both hardcopy and electronic donor files	On-going
Approved solicitors, staff designation made by President and/or Executive Director and/or properly identified donor.	Completion and submission of Request to View Donor Record	24 Hours prior to planned view date
OIA Staff	Receipt of request form and review of proper identification	Immediate
President, Executive Director, OIA	Response to request for donor record access	Within 24 hours of receipt of request

VI. Related policies/References for more information

Information about related policies or procedures, guidelines, forms, etc.

Give complete references and ensure that documents cited are readily available (i.e., either as widely distributed manuals such as the Business and Finance Bulletins, Accounting Manual, Contracts and Grants Manual; or available in the on-line campus Policies and Procedures Manuals). If needed, provide additional background discussion here.

Authorizing Official: Roger R. Brown *Roger R. Brown* Authorization Date: October 6, 2011
Title: Executive Director, Office of Institutional Advancement