



Pocatello Free Clinic

Our community. Our health.

1001 N. 7th Ave. Suite 155, Pocatello ID 83201 Tel- 208-233-6158 Fax- 208-233-1310

Qualified Donor Privacy and Data Sharing Policy

Pocatello Free Clinic

Purpose

The purpose of this Qualified Donor Privacy and Data Sharing Policy is to protect the confidentiality and privacy of donor information collected by the Clinic while allowing donors the ability to control how their information is used, shared, or distributed. The Clinic is committed to ethical fundraising practices and compliance with applicable federal and state nonprofit regulations.

1. Policy Statement

The Clinic values the trust and generosity of its donors. Donor information obtained through contributions, events, online giving platforms, mailings, volunteer activities, or other fundraising efforts shall be maintained securely and used only for legitimate organizational purposes.

The Clinic does not sell, rent, trade, or otherwise distribute donor personal information except as necessary for operational purposes or as authorized by the donor.

Donors have the right to opt out of:

- Public recognition listings
 - Internal solicitation communications
 - Sharing of donor information with affiliated organizations, vendors, or partners
 - Any sale or exchange of donor information
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2. Definition of Donor Information

Donor information may include:

- Name
- Address
- Email address
- Telephone number
- Donation amount and history
- Payment information
- Employer or matching gift information
- Communication preferences

Sensitive financial information, including credit card and bank account data, shall be handled in accordance with applicable payment security standards and shall not be retained longer than necessary.

3. Permitted Use of Donor Information

The Clinic may use donor information for:

- Processing donations
- Issuing receipts and acknowledgments
- Maintaining donor records
- Internal fundraising analysis
- Grant reporting in aggregated or anonymous form
- Communicating Clinic updates, campaigns, and events

The Clinic may engage third-party service providers (such as donor management software vendors, payment processors, mailing houses, or fundraising consultants) who may access donor data solely for purposes authorized by the Clinic and subject to confidentiality requirements.

4. No Sale of Donor Information

The Clinic shall not sell, rent, lease, trade, or exchange donor personal information with any outside entity for commercial or fundraising purposes.

5. Donor Opt-Out Rights

Donors may opt out at any time from:

- Receiving fundraising communications
- Public acknowledgment of donations
- Sharing of donor information with third-party vendors or affiliated entities
- Any future contact from the Clinic other than legally required communications

Opt-out requests may be submitted by:

- Email
- Written request
- Telephone request
- Website preference form

The Clinic shall honor all opt-out requests within a reasonable period of time, generally not to exceed 30 days.

6. Sample Opt-Out Language

The following language may be included on donation forms, online giving pages, event registrations, and donor acknowledgments:

- Please do not share, sell, trade, or distribute my personal information to any third party or affiliated organization.
 - Please do not include my name in public donor recognition materials.
 - Please remove me from future fundraising or solicitation communications.
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7. Data Security

The Clinic shall implement reasonable administrative, technical, and physical safeguards to protect donor information from unauthorized access, disclosure, misuse, or loss.

Access to donor records shall be limited to authorized staff, contractors, or volunteers with a legitimate business need.

8. Record Retention

Donor records shall be retained in accordance with the Clinic's document retention policy and applicable legal requirements.

9. Policy Oversight

Responsibility for implementation and oversight of this policy shall rest with the Executive Director and/or designated development or administrative staff.

The Board of Directors shall review this policy periodically and approve any material revisions.

10. Effective Date

This policy shall become effective upon approval by the Board of Directors of Pocatello Free Clinic.

Signed: Shemie Joseph *Date: March 10, 2026*
Executive Director