



Privacy/Confidentiality Policy for HAVEN and the HAVEN Foundation

Purpose: HAVEN maintains a database of biographical and gift/pledge information about HAVEN and friends in accordance with the general needs and expectation of the community. The information contained in this database is intended exclusively for purposes related to HAVEN's programs.

It is our desire to support the ongoing activities of HAVEN by providing assistance for programs, communications, and events which bring together donors and friends of the organization. In order to provide the best possible service to those with legitimate needs for such information, and at the same time maintain the confidentiality of the information entrusted to us by our donors, the following policies have been developed. These policies have been approved the Board of Directors and will apply to every request for information.

HAVEN will not trade, share or sell any of our donor's personal information with any outside entities unless the donor has given us specific permission to do so. Exceptions may occur only in the instances note below. Further, HAVEN will not send donor mailings on behalf of any outside organizations.

Statement of Information Release Policies: The following may request information from the database:

1. Affiliated organizations and constituent groups, in support of approved activities (see list of approved activities below). Those organizations include but are not limited to:
 - a) Development Department
 - b) Administrative Staff
 - c) Senior Leadership

In cases of dispute about whether an organization has a legitimate affiliation with HAVEN, the final decision will rest with the Director of Development.

2. Law enforcement agencies if required by law or court order
3. Agencies that assist HAVEN in locating lost donors (e.g., USPS Locator Service).

Updated: February 10, 2015