



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. VIII - ADVANCEMENT 2.0

DONOR PRIVACY

UNIVERSITY POLICY

North Carolina Agricultural and Technical State University (A&T) and its Division of Advancement (Advancement) are committed to respecting the privacy of A&T's donors. This privacy policy is adopted to ensure our donors that none of their information will be shared with any third party, except as required by law (public records requests, subpoenas, and court orders would be typical exceptions—we seldom receive such requests/demands for donor records).

I. AWARENESS

This policy informs donors and prospective donors of the way their information is used. Advancement also provides a donor with the opportunity to remove his/her name from Advancement's mailing list, if someone desires to do so.

II. INFORMATION COLLECTED

Here are the types of donor information that Advancement collects and maintains:

- contact information: name, phone number, email address; work information
- biographical information: date of birth, gender, name of spouse/partner
- payment information: credit card number, expiration date, CVC, and billing information
(*Note: See Sec. III about credit card information never being stored in A&T files.*)
- information the donor wishes to share: questions, comments, suggestions; and updates
- requests to receive periodic updates; e.g., to individuals who request it, Advancement will send periodic mailings related to specific membership appeals, organizational updates, and newsletters.
- gift information such as gift amount, date and designation

III. HOW INFORMATION IS USED

Advancement uses donor information to understand donor needs and provide donors with better service. Specifically, Advancement uses donor information to complete a transaction, communicate back to donors, and update them on programs and activities. Credit card numbers are used only for donation or payment processing and are not retained for other purposes or stored anywhere on A&T software or hardware. Advancement uses the comments donors offer to provide them with information requested, and Advancement takes seriously each recommendation as to how it might improve communication.

IV. NO SHARING OF PERSONAL INFORMATION

A&T will not sell, rent, or lease any donor or prospective donor personal information to other organizations. Advancement will take reasonable efforts to protect the identity of all our donors, to the extent permitted by law. Use of donor information will be limited to the internal purposes of A&T and only to further the activities and mission of A&T.

V. REMOVING DONOR NAME FROM ADVANCEMENT'S MAILING LIST

A&T does not desire to send unwanted mail to donors. Anyone wishing to be removed from Advancement's mailing list should contact Advancement to so advise.

VI. CONTACTING ADVANCEMENT

If someone has comments or questions about Advancement's donor privacy policy or practice, that person should call at (336) 334-7600 or send Advancement an email at advinfo@ncat.edu.

Date policy is effective: Upon approval

First approved: April 25, 2014

Revised:

Approved by the Board of Trustees