

The Foodbank, Inc. Donor Privacy Policy



The Foodbank does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation of donor to any outside individual or business. Exceptions shall be those when required by law, requested in grant applications or in connection with bank credit transactions that may be made without prior knowledge or consent of the donor.

From time to time The Foodbank does acknowledge donors by name and/or description of donation, in certain printed material such as newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, the organization's website or other means of expressing appreciation for the donors' assistance. A donor wishing to view samples of these publications may do so by contacting The Foodbank at the address below. The Foodbank will also acknowledge each gift donor promptly and accurately to express gratitude and to provide a receipt for tax purposes.

The Foodbank will provide, at least annually, a means (such as a check-off box) for both new and continuing donors to be identified as anonymous if they do not want their names acknowledged on any of the printed material mentioned above. All donations shall be treated individually so that multiple donations from a single donor shall receive the same consideration as if each were the first donation received. If a donor chooses to opt out of any acknowledgement listings in printed material, the donor's name and address will be made available only to members and/or staff of The Foodbank who are responsible for managing the business of the corporation.

A printed copy of The Foodbank's Donor Privacy Policy will be mailed to a donor upon request and is also available on the organization's website. All records of donations to The Foodbank shall be maintained by the organization according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location.

A donor's photograph will not be used at any time or in any publication without the donor's written consent. In the case of a minor, written permission will be obtained from the parent/guardian.

The personal information of a donor will not be shared without the written consent of the individual. Occasionally The Foodbank purchases lists for the purpose of acquiring new donors. Lists are reviewed and compared to avoid duplication of mailings.

The Foodbank is committed to adhering to these guidelines and protecting the privacy of all supporters.

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