RCS Pinellas
Donor Privacy Policy

Adopted: July 23, 2019
RCS Pinellas is a 501(c)(3) non-profit organization. All contributions are tax deductible, as allowable by law. Donors should always defer to their tax professional for specifics regarding tax deductibility of cash and in-kind gifts, as auction purchases, event tickets, etc. may not be 100% deductible. For a copy of our most recent annual report, please phone (727) 584.3528, email via info@rcspinellas.org or visit our website at www.rcspinellas.org or write to RCS Pinellas, 503 South Martin Luther King Jr., Ave, Clearwater, FL 33756.

Policy
We value our donors and we take their privacy seriously. RCS respects the privacy of the personal and organizational information that we are privileged to acquire. Our commitment to privacy includes how we obtain, use, protect, and share information. This privacy policy is in conjunction with the Donor Bill of Rights, below.

Obtaining Information:
Cultivating additional individuals to join in the support of RCS is critical to the long-term success of the organization. RCS collects and uses personal information such as name, address, phone number, and email address when an individual/organization voluntarily provides it to us. We will not sell, trade or share a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations without specific permission from the donor. Contributing individuals and organizations are traditionally listed by name in publications such as our annual reports, but we honor requests from those who wish to be listed as Anonymous.

RCS keeps a record of each donor's giving history. This information is kept on file for IRS purposes and is also used by the Advancement Department to analyze overall giving patterns for future budget projections.

To review or correct your personal contact information or to make changes to your recorded preferences (i.e. receipt of mailings and acknowledgements), please contact RCS Pinellas by phone at (727) 584.3528, email via info@rcspinellas.org or visit our website at www.rcspinellas.org, or by postal mail to: Advancement Department, 503 South Martin Luther King Jr., Ave, Clearwater, FL 33756.

Donor Bill of Rights:
Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is essential to community quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, RCS declares that all donors have these rights, modeled after the Association of Fundraising Professionals' Donor Bill of Rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for intended purposes.
II. To be informed of the identity of those serving on the organization's Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to, upon request, the organization's three most recent audited financial statements and IRS Statements 990, the organization's nonprofit IRS 501(c)(3) determination letter, and any other documents as set forth in the IRS's guidelines (IRC 6104) regarding contents of nonprofit organizations' public inspection files.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition. RCS's policy is that all cash and in-kind gifts with values over $5 are acknowledged in writing, with a letter and/or automated email response usable for tax purposes.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

XI. These policies are subject to change, with or without notice, by a vote of RCS’s Board of Directors.

Privacy Policy
This Privacy Policy outlines information collected by RCS from visitors to its website, how that information is used, and what privacy choices are available. By using RCS’s website, visitors agree to acceptance of this Website Privacy Policy. Please read the following carefully.

Information Collection and Use
Information Collected

For more than 50 years RCS has been dedicated to serving the community. We are committed to protecting the privacy of our volunteers, donors and community constituents. RCS will not sell, share or release your name to any list service, outside organization or manufacturer, and
any information provided by you will be held in the strictest of confidence. RCS and its website administrators do not collect any personal information that identifies guests unless they voluntarily provide contact information. Personal information includes information that is unique to an individual, such as a name, address, e-mail address or telephone number.

By submitting personal information, website visitors grant RCS the right to transmit, monitor, retrieve, store and use that information in connection with the operation of the website. Personal information is always stored in a secure database.

Website visitors may be asked to provide personal information, such as demographic information, in completing any of the online forms used for event registration, special events and promotions, making a donation, and/or providing feedback. The information required to complete the transaction is noted on each specific form. Additional questions might be included to help improve the services offered.

**How We Use This Information**

RCS uses the information you provide to fulfill online requests, to process credit card information, to respond to customer/client service inquiries, and/or in other ways as required by law.

Requested information on voluntary forms is used to provide the services that you request, such as event registration, special events and promotions, to make donations, and to provide feedback.

Only authorized staff members (including those who need the information to perform a specific task) at RCS have access to your information voluntarily provided via the website.

**Data Security**

RCS makes every effort to ensure that your personal information voluntarily provided by website visitors remains as secure as possible. Accordingly, unauthorized access is prevented by a secure firewall and use of security technologies to protect the integrity and privacy of any personal information you provide.

As an additional security measure, personal information is also encrypted during transmission by Secure Socket Layer 128-bit encryption software. (Encryption is a common method used to transmit sensitive data across the Internet. Encryption temporarily makes the text unreadable during the time it is being transmitted over the Internet.) This is an industry standard.

**Online Forms**

Forms provided on RCS's website are meant for feedback or general information purposes only. RCS is not responsible if unauthorized parties gain access to the confidential information shared in the online forms. To protect your privacy, online forms should not be used to communicate information that the website user considers confidential.
Newsletter/Press Release Subscriptions

If subscribing to a newsletter, publication, press release or RSS feed published by RCS and distributed by e-mail or RSS feed, the website visitor's e-mail address will be recorded in a private distribution list. Messages sent electronically do not reveal recipients' e-mail addresses or any other personal information. RCS will only send messages to those who have opted to subscribe and who have provided their e-mail address for this purpose.

E-mail Information

Occasionally, RCS staff members will request personal information from you in order to deliver requested materials, respond to questions or provide information. RCS retains personal information on file but does not share, sell, license or transmit this information with or to third parties or external vendors unless required to do so by legal, judicial, or governmental proceedings. If website visitors e-mail the agency, their email information will not be used outside of its system without your permission. Their email address will not be used for any other purpose.

Please note that e-mail is considered a non-encrypted (and therefore unsecure) form of communication, and it can be accessed and viewed by others without the knowledge or permission of the website visitor who provided it. For that reason, and to protect privacy, e-mail should not be used to communicate information that the website user considers confidential.