

Dixie State University Policy

281 Confidentiality of Donor Records



I. Purpose

- 1.1 To stipulate policy regarding the confidentiality of donor records.

II. Policy

- 2.1 The giving and background records of donors are held to be confidential.
- 2.2 Information may be released for publicity purposes upon the prior written consent of the donor.
- 2.3 Unless the donor otherwise stipulates, donations may be recognized in the annual donor report or other publications without prior notice.
- 2.4 Certain donor information may be provided to volunteers or financial professionals, on a "need to know" basis only and for the exclusive purpose of the consideration and advancement of further contributions.
- 2.5 Donor records will be retained and maintained in the Institutional Advancement Office.
- 2.6 Mailing and donor lists will be held confidential.

Policy Owner: Development, VP

History:

Approved 9/26/96