

The Narragansett Boat Club

Donor Privacy and Confidentiality Policy

The Narragansett Boat Club values the trust and confidence our donors place in us. The purpose of this policy is to state the position of The Narragansett Boat Club on donor confidentiality and donor anonymity and will guide the actions of the Board of Governors, the Treasurer, and committee members who may serve the Club, regarding the rights of donors and potential donors to confidentiality regarding their transactions with the Club.

The Narragansett Boat Club recognizes that the operation of the Club requires the maintenance and management of donor records. Donor records often contain sensitive information that has been shared with the Club on a confidential basis. "Records" means all files, including electronic data, containing information on donors or prospective donors to the Club.

Information about donors and donations is handled with respect and confidentiality. Employees and volunteers of the Narragansett Boat Club are not permitted to use this information for any purpose other than to carry out the services they are performing for the benefit of The Narragansett Boat Club.

Confidentiality of records

The Treasurer shall be responsible for maintaining the confidentiality of donor records and will ensure that all Board members and volunteers have clear direction regarding the confidentiality of records through the establishment of appropriate operating procedures. He/she may, in his/her discretion, make all or part of any record available to Board members or volunteers if essential to them in executing their responsibilities. Disclosure decisions will honor the wishes of donors related to disclosure unless a larger legal issue is related. The Narragansett Boat Club will not sell, share, or trade donor personal information for third party fundraising or marketing purposes. The Narragansett Boat Club does not sell its mailing lists.

To carry out its responsibilities, the Board of Governors or committee members may need to review donor records. They shall respect the Club's significant interest in protecting the sensitive nature of those records and shall maintain these policies for donor confidentiality.

In the event the Club engages the services of auditors, those auditors will be authorized to review donor and prospect records if required for the purposes for which they are engaged.

Publication of Donor Names

The names of donors may be listed in the Club's annual report or similar communication. Exceptions will be made for any donor who specifically requests anonymity. The Club will not publish the specific amount of any donor's gift without the permission of the donor.

Donors making gifts to the Club by bequest or other testamentary device are deemed to have granted such permission, unless otherwise noted.

Honor/Memorial Gifts

The names of donors of memorial or honor gifts may be released to the honoree, next of kin or individual(s) designated by the immediate family, unless otherwise specified by the donor. Gift amounts will not be released without the express consent of the donor.

Anonymous Gifts

The Treasurer is authorized to accept anonymous gifts to the Club. In the event the Treasurer is uncertain about the desirability of accepting an anonymous gift, he/she shall consult with the Board of Governors.

Types of Information

The Narragansett Boat Club defines “personal information” as information that can be used to distinguish, identify, or contact a specific individual. It does not include publicly available information. Credit card information is handled by a secure third-party host and used only to process payment initiated by a person contacting the Narragansett Boat Club. This information is not stored by The Narragansett Boat Club.

How We Use the Information

The Narragansett Boat Club collects, uses, and discloses personal information concerning our donors for the following reasons:

- To communicate with donors
- To process donations
- To issue tax receipts
- To recognize contributions
- To meet requirements imposed by law

Please direct questions about this policy to Club’s Treasurer at treasurer@rownbc.org.