

United Way of Salt Lake Donor Information Privacy Policy

The United Way of Salt Lake (UW) has adopted the following Donor Information Privacy Policy to inform its contributors of the collection and retention of contributor information.

1. Contributors are requested to provide limited personal information to UW. The primary purposes of this information are to allow UW to comply with donor's restrictions and designations, to provide donors with charitable gifting tax information and for donor recognition programs. The information is also retained in the financial records of UW for financial recording and internal financial accounting control purposes.
2. The provision of the information is voluntary.
3. To protect the confidentiality of the personal information the UW uses appropriate technical and internal control measures to limit access to and control the retention of the information to ensure its use and access is limited to the above noted purposes.
4. Personal information entrusted to the UW will not be communicated outside the UW unless authorized by the donor and then only to agencies to which the donor makes a designated gift. United Way does not sell or rent donor information of any kind to outside parties.
5. Upon written request, donors may be allowed access to their personal information and specify that the information be corrected, oppose the retention of the information, or request its elimination from the UW's information records.
6. The UW retains such personal information only as long as necessary for the purposes of this policy and to comply with federal and state record retention requirements.
7. Questions concerning this Donor Information Privacy Policy or the security of personal information processed by UW should be sent to: Chief Financial Officer, United Way of Salt Lake, 175 South West Temple, Ste 30, Salt Lake City, UT 84101.
8. All employees of UW, its volunteers, auditors or agents are required to read this policy and to sign a statement that they have read and understand this policy and will comply with its provisions.

United Way of Salt Lake BOARD
STATEMENT OF PRIVACY POLICY
RECEIPT AND ACKNOWLEDGMENT

I, _____, have received a copy of the Privacy Policy adopted by the Board of Directors of United Way of Salt Lake on May 12, 2004.

I have read and reviewed the Privacy Policy and familiarized myself with the contents. As a member of the Board of Directors of United Way of Salt Lake, I agree to adhere to the policy as outlined in the document.

Signature: _____

Date: _____