



**Boston Public Library Fund**  
*Donor Privacy Policy*  
*September 2020*

## **1.0 Privacy and Security**

The Boston Public Library Fund is grateful for the financial support it receives from its donors and understands the importance of protecting the privacy of personal information. The Boston Public Library Fund takes donors' right to privacy very seriously and recognizes that, to merit donors' continued trust, it is important to be transparent and accountable in preserving the confidentiality of the personal information that the Boston Public Library Fund collects and maintains.

## **2.0 General Purpose and Access Restriction**

- 2.1 Within the Boston Public Library Fund, access to donor information is limited to staff members with a legitimate business purpose and need to know, and, as appropriate, those in programs who support development activities. Program leaders' access to donor information is restricted to limited donor information.
- 2.2 The Boston Public Library Fund will share contact information with third-party vendors for the explicit and limited purposes of facilitating the organization's mission through development and engagement programs. When such contact information is shared with the third-party vendor, the vendor will first be required to sign a written agreement pledging that the information will be used only for its intended purpose; will be stored securely; and will not be resold or provided to any other individual, entity or organization without the organization's express written approval.
- 2.3 Persons with responsibility for records containing personal information will exercise due care to ensure accuracy, completeness, and data security. Strict physical, electronic, and procedural safeguards will be utilized to protect personal information against accidental or intentional misuse or improper disclosure within or outside the Boston Public Library Fund.
- 2.4 The Boston Public Library Fund shall continually monitor these practices and procedures to ensure compliance with the principles set forth in this policy. If at some point in the future there is a change to the information usage practices that affect donor personal information, it will be reflected in the donor privacy policy posted on this site.

## **3.0 Donor Recognition**

Donor contributions may be publicized in donor recognition vehicles produced by the organization or other entities, including print, spoken, broadcast and/or web-based media. If donors do not wish their names to appear in these publications, they may notify the Boston Public Library Fund at [info@bplfund.org](mailto:info@bplfund.org) or at (617) 859 - 2028.

*Approved by the BPLF Board of Directors 9.22.20*