

**ST. ANTHONY PARK AREA SENIORS
DONOR PRIVACY AND SECURITY POLICY**

Adopted May 10, 2010

The St. Anthony Park Area Seniors (“Program”) is committed to respecting the privacy of its donors and to secure the information that it has regarding the donors. This policy has been developed to ensure its donors that donor information will not be shared with any third party and that the Program will provide a secure environment for donors’ information.

The Program collects and maintains the following types of donor information:

- Contact information: name, organization, address, phone number, e-mail address
- Payment information: check and bank information
- Requests for information
- Requests not to receive information

Privacy

The Program uses donors’ information to complete the donation transaction, communicate with the donors, and to provide information on the Program. The Program will not sell, rent, or lease donors’ information. Donors’ information will only be used for the internal purposes of the Program.

Security

The Program will maintain internal controls to safeguard donors’ information. This includes storing donors’ information in secure locations for paper information and with security on the Program’s computer for electronic donors’ information.

May 10, 2010, unanimously adopted by the St. Anthony Park Block Nurse Program Board of Directors

July 1, 2011, SAPBNP program name changed to St. Anthony Park Area Seniors