



Donor Privacy and Information Disclosure Policy

Donor research is at the heart of professional fundraising activity, with the goal being to better understand a prospect's capacity (wealth information) and inclination to give (donor history, interest areas, etc.) to Northwest College Foundation.

The Executive Director is a member of Northwest College's Information Security and Governance Team and must balance the needs of the Foundation to collect, analyze, maintain, use and disseminate information with the individual's right to privacy. Respect for our constituents' privacy is paramount and thoughtful handling of confidential information is always expected to preserve trust with alumni, donors and friends. All NWC constituents have the right to view the contents of their files and/or request not to be contacted.

The fundamental principles of prospect research at NWC Foundation are:

Relevancy – Only information that will help NWC Foundation staff members and volunteers develop meaningful relationships with donors and prospects will be kept in a constituent's file within the Foundation's secure database. Examples of the type of information that can be stored include:

- Public information,
- Private information that is easily observable,
- Information received from direct communication with the constituent,
- Information received from reliable third-party communications.

Accuracy – Data collected through research must be stored accurately and must be attributed to a source. Information will be noted in an objective and factual way.

Confidentiality – Material stored in both hard copy and electronic files is strictly confidential. Only NWC Foundation staff and volunteers who need to see constituent files to cultivate a relationship are given access to this information.

The NWC Foundation may share the information with third-party companies it engages to provide the services (such as wealth screening or contact information searches) which help to serve Northwest College. The NWC Foundation requires and verifies that these companies protect financial and other personally identifiable information and use it only to provide the services requested.

NWC Foundation does not sell or release contact information. Requests regarding individuals from former alumni acquaintances or others will not be granted. Foundation personnel will, however, offer to communicate with an individual to inform them of a request or forward a message.

Northwest College's Information Security Policy ensures compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Gramm-Leach-Bliley Act (GLBA), General Data Protection Regulations (GDPR) and other regulatory requirements.