



DONOR PRIVACY POLICY

VisAbility is the primary nonprofit rehabilitation agency in Southwestern Pennsylvania for the blind and visually impaired. The organization fulfills its mission of building independence and strengthening individual choice through rehabilitation, screening, employment, and support services. VisAbility annually serves 1,100 adults and teenagers through comprehensive rehabilitation programs and 12,000 children through its vision screening program.

VisAbility is an independent 501(c)(3) non-profit organization that is not affiliated with any blind or visually impaired organizations and receives no support from them. The state provides approximately 35 percent of VisAbility's annual operating budget. Every dollar raised comes through earned revenue (program fees and sales of manufactured items), donations, bequests, and special events.

Individuals, corporations, and foundations contribute to about 20 percent of VisAbility's support base. Our relationship with our contributors reflects a shared commitment to our mission: engaging the community's hearts, hands, and minds to assist those with visual impairments and other disabilities.

The agency values the privacy of its donors and has established a Donor Privacy Policy to uphold these rights.

DONOR INFORMATION:

VisAbility collects and maintains the following type of donor information when it is voluntarily provided to us.

- Contact information, such as name, address, telephone number, and email addresses
- Giving information
- Information on events attended, publications received, and special requests for program information
- Information provided by the donor in the form of comments and suggestions

This confidential information is kept on file for IRS purposes. It is also used to analyze overall giving patterns to make more accurate budget projections, understand donors' interests in our mission, and update them on VisAbility's plans and activities. This information is shared with staff, board of directors, volunteers, and consultants only on a confidential and need-to-know basis.

LIST SHARING:

VisAbility does not sell, rent, trade, or share its donor lists with any other organization, and we never send mailings on behalf of other organizations.

DISCONTINUING CONTACT UPON REQUEST:

VisAbility's policy is to communicate with donors according to their expressed preferences whenever possible. The organization will discontinue or change the method used to contact any person upon that person's oral or written request directed to the agency, its professional fundraising counsel, or another agent.

VisAbility will record all requests made by individuals who inform the staff, its fundraising counsel, or other representatives that they do not wish to be contacted by or on behalf of VisAbility.

Upon a person's (or authorized representative's) request that VisAbility discontinue further contact, the person's name and address will be promptly modified in VisAbility's donor database to ensure no further contact is made. VisAbility will also ensure that no further contact is made with the individual and that the person's name is removed from any external databases or records under VisAbility's control.

Permanent Record: Effective with the adoption of this policy by VisAbility's Board of Directors, VisAbility will maintain an electronic record of all requests for discontinuance of contacts. The staff of VisAbility will note oral requests in writing and then permanently record them in the electronic database. The staff will maintain the records of persons who have made such a request to the extent necessary for legal or liability purposes.

DONOR BILL OF RIGHTS:

VisAbility subscribes to the Donor Bill of Rights, which was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits.

The Donor Bill of Rights:

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public and that donors or prospective donors can have complete confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of VisAbility's mission, of the way the organization intends to use donated resources, and its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities.

3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they are given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donation is handled with respect and confidentiality to the extent provided by the law.
7. To expect all relationships with individuals representing organizations of interest to the donor will be professional.
8. To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

FOR MORE INFORMATION:

Please direct your questions about VisAbility's development policies to Leslie Montgomery-Reidenbaugh, Chief Operating Officer, at 412.368.4072 lmontgomery@visability.org