

## Policy and Procedure

Policy: Release of Donor Information

Date Issued: 01/30/2008

**Purpose:** The purpose of this policy is to establish confidentiality policies to govern the use of donor information, including its release to outside parties and individuals. Additionally, this policy provides donors and investors with information about the confidentiality of and process to ensure their private information is not released to unauthorized parties.

**Policy:** The use of all information maintained by IPR concerning donors is restricted to official IPR business. IPR will abide by all laws of the State of Iowa, the Board of Regents, and the Federal Communications Act, Section 396 (k)(12). This policy shall not be interpreted as violating any federal or state laws governing the dissemination of information. Iowa Public Radio's Board of Directors will periodically review this policy.

**Procedure:** Information will be routinely released as specified below:

For donors and the general public:

- Honor rolls that list donor names, but not gift amounts, may be made public in various IPR publications. Requests from donors for anonymity will be honored for donor reports and honor rolls.
- The names and addresses of donors (excluding gift amounts) to memorial funds are released to family members of honorees for acknowledgment purposes.
- Biographical and selected financial data are made available to campaign volunteers, as deemed appropriate by campaign administrators.

For Iowa Public Radio use:

- Newsletter and informational mailings
- Statistical or attitudinal surveys
- Acknowledgment letter offering thanks for gifts
- Holiday cards
- Job announcements or placement services
- Honor rolls
- Donor recognition displays or publications
- Solicitations; statistical reports
- Social or educational events
- Receptions
- Ground-breakings and similar activities

- Honors and awards

Donor information released to outside organizations for the business use of IPR will necessitate a copy of a signed vendor confidentiality statement that must be attached to the Information Request Form. This record will be maintained by the Iowa Public Radio Membership Department.

Confidential information which is not available for public inspection includes the following:

- Portions of records that disclose a donor's or prospective donor's personal, financial, estate planning or gift planning matters.
- Records received from a donor or prospective donor regarding such donor's prospective gift or pledge.
- Records containing information about a donor or a prospective donor in regard to the appropriateness of the solicitation and dollar amount of the gift or pledge.
- Portions of records that identify a prospective donor and that provide information on the appropriateness of the solicitation, the form of the gift or dollar amount requested by the solicitor, and the name of the solicitor.
- Portions of records disclosing the identity of a donor or prospective donor, including the specific form of gift or pledge that could identify a donor or prospective donor, directly or indirectly, when such donor has requested anonymity in connection with the gift or pledge. This does not apply to a gift or pledge from a publicly held business corporation.