

Small Steps Nurturing Center Donor Privacy Policy and Bill of Rights

Small Steps Nurturing Center is committed to respecting the privacy of our donors. We have developed this privacy policy to assure you, our supporters, that donor information will not be shared with any third party. We are committed to providing an exemplary early education to economically disadvantaged children and strive to be honest and responsible with your support.

Donor Privacy Policy

Small Steps Nurturing Center respects the privacy of its donors and abides by a privacy policy to protect your information:

Small Steps Nurturing Center will NOT sell, rent, or lease your personal information to other organizations. We will never send mailings on behalf of other organizations. Small Steps Nurturing Center collects and maintains the following types of information: name, organization, address, phone number, and email address. Use of donor information will be limited to the internal purposes of Small Steps Nurturing Center and only for communication and development activities. Additionally, we collect credit card number, expiration date, and billing information when provided to us. Credit card numbers are used only for donation or payment processing and are not retained for other purposes.

Mailing List

We honor our supporters' wishes with regards to unwanted mail. Please contact us if you would like to be removed from our mailing list. Our development contact information is located at the end of this page.

Data Security

Small Steps Nurturing Center is committed to protecting donor information from unauthorized users and uses. We use an online database management system to maintain our donor records, record donor gifts, and process transactions. Only authorized development staff is allowed access to this database. In addition to electronic safeguards, we have put in place appropriate physical and managerial procedures for keeping donor data secure.

SSNC and the Donor Bill of Rights

Small Steps Nurturing Center agrees to practice and uphold the Donor Bill of Rights. The following text was developed by the American Association of Fund-Raising Counsel, the Association for Healthcare Philanthropy, the Council for Advancement and Support of Education, and the Association of Fundraising Professionals as an industry standard for donor rights:

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 assure that

philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes that they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. 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.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgment and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.¹

Contacting Us

If you have comments or questions about our Donor Privacy Policy or Donor Bill of Rights, or would like to be removed from the SSNC mailing list, please contact either one of our Development staff:

Verna Noack: vnoack@ssnc.org

Lydia Jones: ljones@ssnc.org

Lindsey Fondren: lfondren@ssnc.org

Telephone: (713) 236-0330

Mailing Address: 2902 Jensen Drive
Houston, Texas 77026

¹ Council for Advancement and Support of Education