

Donor Privacy Policy

Butler University maintains the highest level of respect for the privacy of its donors. The following privacy policy describes Butler University's practices for the collection, use and protection of information pertaining to its donors.

How Donor Information is Used

Donor information is used to complete a transaction, generate gift receipts, and communicate with the donor as to Butler updates and events. Donor records are also used for internal analysis, record keeping, and reporting to relevant U.S. and state agencies. Credit card numbers are used for donation or payment processing and are not retained for any reason.

No Sharing of Personal Information

Butler University does not rent, market, or otherwise disclose donor information to any outside party or vendor for non-University purposes, unless required under law. Within the University, access to donor information is limited to areas of University Advancement staff members with a need to know, and, as appropriate, with those in academic units and programs who support development and alumni/parent relations activities.

Butler University will share contact information with third-party vendors for the explicit and limited purpose of facilitating the University's mission through development and engagement programs. When such contact information is shared with the third-party vendor, the vendor will first be required to sign a written agreement pledging that the information will be used only for its intended purpose; will be stored securely; and will not be resold or provided to any other individual, entity, or organization. Persons with responsibility for records containing personal information will exercise due care to ensure accuracy and completeness. Strict physical, electronic, and procedural safeguards will be utilized to protect personal information against accidental or intentional misuse or improper disclosure within or without Butler University.

Donor Recognition

Donor contributions may be publicized in donor recognition vehicles produced by the University, including print, spoken, and/or web-based media. If donors do not wish their names to appear in these venues, they may notify the Office of Donor Relations & Stewardship. The names of donors of memorial or honor gifts may be released to the honoree, next of kin or individual(s) designated by the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without express consent of the donor.

Removing Names from Butler's Mailing List

Butler University does not want to send unwanted communication to its donors. Donors may contact the Office of Donor Relations & Stewardship to be removed from mailing and/or email lists.

Donor Bill of Rights

Butler University subscribes to 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 they are asked to support, we declare that all donors have these rights:

1. 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.
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 were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
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 intent to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

The text of the *Donor Bill of Rights* in its entirety was developed by the [American Association of Fund-Raising Counsel \(AAFRC\)](#), [Association for Healthcare Philanthropy \(AHP\)](#), [Council for Advancement and Support of Education \(CASE\)](#) and [National Society of Fund Raising Executives \(NSFRE\)](#).