



## **Donor Privacy Policy**

The CHOC Children's Foundation and its staff are responsible to adhere to all CHOC policies in respect to the confidentiality of data and patient information. Refer to CHOC Human Resource policies for details.

In addition, the Foundation maintains additional requirements regarding donor personal, financial, and gift planning information:

- The donor reasonably anticipates that all personal information, financial data, and gift planning will be maintained in the strict confidence and will be disclosed only to such extent and to such staff, officers, and Board Members as need to know in order to design, present, implement or operate a gift arrangement, unless otherwise directed by the donor, with written consent.
- The Vice President & Chief Development Officer of the Foundation, or his/her designee, shall establish appropriate guidelines to assure protection of donors' information.
- A completed major gift of \$10,000 may be disclosed to the Board in full detail, unless prohibited by the donor. However, there will be no public announcement of any type without prior permission of the donor or the personal representative or documented wishes of a deceased donor.
- Files on each prospective donor shall be secured and not available except under the guidelines prepared by the Vice President & Chief Development Officer of the Foundation or his/her designee. Correspondence, by mail or electronically, shall be restricted to approved recipients and transmitted only with reasonable assurances of the protection of invasion of privacy.