

POLICY: Donor Privacy

POLICY STATEMENT:

The privacy of donors will be respected. Any donor records that are maintained by Heart House Hospice will be kept confidential to the greatest extent possible. Donors have the right to see their own donor record and to challenge its accuracy.

PURPOSE:

Heart House Hospice is committed to protecting the privacy of the personal information of its donors and other stakeholders.

LATEST REVISION DATE: March 2017

Procedure:

1. Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as any facts about or related to, the individual. Exceptions are business contact information and certain publicly available information, such as names, addresses and telephone numbers as published.
2. Questions, concerns or complaints relating to Heart House Hospice's privacy policy on the treatment of personal information should be directed to the Executive Director.

Responsibility

All Staff and Board of Directors