



Donor Database Security and Donor Policy

Background

CIP will collect and track certain information regarding the solicitation and receipts of contributions to the organization. Staff is charged with making sure that the following security requirements are met in order that the security and privacy of our donors are protected.

1. Database
CIP will utilize a database system that can assure that donor information is safe and secure. CIP currently utilizes **eTapestry** and staff shall review periodically the security and backup measures used by them are up to industry standards.
2. Employees.
Only authorized employees are allowed to enter and view information related to the donor database. Currently those individuals are the Executive Director, Director of Finance and the Manager of Development.
3. HIPAA
Participants in our various services and support program authorize the use of any of their personal information for the purpose of soliciting contributions to CIP.
4. Donor
Any donor has the right to request that the information collected not be shared, sold or released to the public.

Any changes to this policy must be authorized by the Executive Director.