



Original Board adoption date: 03-04-11

Next review date: 06-2022

Staff responsible: Jeni Gregory

Minnesota Humanities Center Donor Privacy Policy

The Minnesota Humanities Center is committed to respecting the privacy of our donors. We have developed this privacy policy to assure donors that their information will not be shared with any third party.

Information Collected. Following are the types of donor information that we collect and maintain for our records:

- contact information: name, organization, complete address, phone number, email address;
- information on donor connection to the Humanities Center
- other information donors wish to share with us (for example: comments, questions, referrals to other individuals)
- requests to receive or not receive periodic updates (for example: periodic mailings or electronic communications)

How We Use Donor Information

The Humanities Center uses donor information for general communications purposes, including helping donors complete a transaction, providing organizational updates, sharing information on Humanities Center events, and requesting gift renewals. We use donor comments to improve our communications and our donation process.

Donors may be listed by name under general gift ranges in annual reports, unless it's specifically requested that a donation be reported as an anonymous gift.

No Sharing of Personal Information

The Humanities Center will not sell, rent, or lease personal information to other organizations. Use of donor information will be limited to the internal purposes of the Humanities Center and to further Humanities Center activities. Information is shared internally only with staff that need the information to perform their job responsibilities.

Removal From Mailing Lists

We honor requests to be removed from our paper-based communication mailing list and/or email communications list.

Contacting Us

Comments or questions about our Donor Privacy Policy can be directed to Jeni Gregory at jeni@mnhum.org or 651-772-4262.