

SSJ Health Foundation
DONOR INFORMATION POLICY

Staff, board members and volunteers involved in fundraising often are privy to personal information about a donor's giving history, family, wealth and assets. They must understand it is vital to donors and the organization that they keep this information confidential.

SSJ Health Foundation is committed to respecting the privacy of donors. The types of donor information that it collects and maintains are as follows:

- Contact information: name, address, telephone number and email address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

SSJ Health Foundation uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board members, volunteers, contractors, and consultants only on a "need-to-know" basis.

SSJ Health Foundation is very grateful to our generous donors who make it possible for us to continue our mission in the Miami-Dade community. We are honored that you have chosen SSJ Health Foundation for your charitable contribution and it is our desire and intent to recognize you in a respectful manner consistent with your wishes. Unless otherwise directed by you in writing, you are deemed to have given permission for the Foundation to publish your name and associated giving category, not exact amount. This may include, but is not limited to publishing your name on our website, annual reports and event journals.

All other information concerning donors or prospective donors, addresses, e-mail addresses and telephone numbers, the names of their beneficiaries (if applicable), etc., shall be kept strictly confidential by SSJ Health Foundation, its staff and volunteers, unless permission is obtained from donors to release such information.

It is the policy of the SSJ Health Foundation **not** to release lists of its donors, their addresses, or any other personal information, nor to release information regarding the identification of past donors to the Foundation to any third party unless permission has been granted. While SSJ Health Foundation has in the past identified its donors and members in publications for its donors and attendees at SSJ Health Foundation events, the SSJ Health Foundation deems its list of members and donors as propriety, and respects the privacy of such individuals and entities. It will **not** release such lists to individuals and entities requesting such information, regardless if such request is made by a Foundation member; former Foundation members and employees, by a tax-exempt entity; by the media; or by any other individual or entity. This prohibition does not apply to required reporting of donations by any governmental or audit agency or body. Any request for such information made directly to a Foundation member must be made in writing and shall be forwarded to the Foundation's Executive Director for response.

If you wish to remain anonymous or opt out of any or all of our public recognition of your generosity, please send a letter or email requesting such to:

Berta Cabrera, MS
Executive Director
SSJ Health Foundation, Inc.
3661 South Miami Avenue, Suite 103
Miami, FL 33133

Further information may be obtained by contacting the SSJ Health Foundation Executive Director at 305-854-0533.