



Donor Privacy and Discontinue Contact Policy

Community Action Partnership of Ramsey & Washington Counties values our relationships with our current and potential donors. We are committed to respecting their privacy and the confidentiality of personal information.

To advance our mission, Community Action Partnership of Ramsey & Washington Counties, Inc. (“Community Action”) collects and maintains publicly available data and information provided by our donors and potential donors (hereinafter collectively referred to as “Donors” or “you” and “your”) for the following purposes:

- (1) Keeping you informed about the needs of your low-income neighbors and our programs, services, and work in your community
- (2) Ensuring accurate gift processing
- (3) Understanding your needs and preferences
- (4) Sharing opportunities to volunteer and provide additional support

To this end, Community Action may collect and maintain certain Donor Information such as:

- Donor identifying information: full name, employer, home address, business address, phone numbers, email addresses, relationships, social media handles, public records data, and the like
- Giving information: donations, pledges, and testamentary and trust documents (if so provided by a Donor), and related materials
- Event participation information: attendance and registration
- Communication preferences: requests to receive newsletters and periodic updates, preferred addresses and salutations, and donor recognition
- Information that Donors share with us: requests, comments, questions, stories, and suggestions

Donor Information is treated as confidential and sensitive and is only shared with staff, board members, specific third party vendors, volunteers or other agents on a need-to-know basis for purposes of advancing the mission of Community Action. Any such individuals approved to have access to Donor Information are required to acknowledge and comply with the Community Action’s Donor Information Confidentiality Statement and Certification.

Discontinue Contact Upon Request

It is Community Action’s intent to avoid engaging in unwanted communications with anyone.

Following an oral or written request, Community Action, its employees, and agents will discontinue direct contact with any Donor. Additionally, to insure no future contact, Community Action maintains a permanent “do not contact” list.

This policy does not prohibit personal contact by individuals who may, from time to time, voluntarily solicit gifts and support through crowd-funding or related methods from their own friends, family, and acquaintances for the benefit of Community Action.

This policy also does not prohibit contact by Community Action, its volunteers, or agents when such contact has been initiated or invited by a person on the “do not contact” list. In such cases, our communication will be limited to providing a specific response to the person’s inquiry or comments and the Donor shall remain on the “do not contact” list unless the Donor specifically authorizes future communications.

Please contact us at info@caprw.org or call 651-603-5923, if you have questions or want your name removed from our mailing lists.

Adopted November 21, 2019

Community Action
Partnership of Ramsey
& Washington Counties

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