Mid-Continent Railway Historical Society, Inc.

Donor Anonymity and Data Protection Policy

Purpose

This policy is in place to ensure consistent practices for the recording and control over the names and personal information of donors and organizations that wish to have their gifts remain anonymous and to assure donors that information about their donation is handled with respect and with confidentiality to the extent provided by law.

Measures to Protect Anonymity

- Donors may request anonymity for a donation via written or verbal communication. If request is made verbally, MCRHS staff shall immediately note the request in the sales receipt documentation. Both digital and paper documentation for the donation are to be retained in accordance with Internal Revenue Service rules and MCRHS's document retention policies.

- Anonymous donations are to be entered in MCRHS's accounting software under the Customer name "Anonymous." For internal tracking and recordkeeping purposes the donor name and address are to be entered in the Sales Receipt's general *Memo* field (but not the *Item Memo* field – therefore preventing the name from appearing on department ledger reports).

    - This entry system prevents the donor name from appearing in the standard monthly reporting to directors and superintendents as well as publicly published donor lists (i.e. *Mid-Continent Railway Gazette* donor roll, etc.).

    - By entering the donor name in the sales receipt Memo field, donor information is still available for future retrieval by authorized persons for compliance with IRS reporting.

- Donation anonymity requests are assumed to be a one-time request applying only to the current donation unless explicitly stated otherwise by the donor.

    - If the donor requests anonymity for all future donations, in addition to the previously outlined data entry steps, a new Customer record shall be created in the accounting software with the word "ANONYMOUS" appended to the name (ex. "Smith, John ANONYMOUS"). No transactions will be entered under this Customer name. Rather, this Customer name shall serve as a reminder during entry of future donations that the donor requested anonymity and must instead be entered under the Anonymous Customer record.

Protections from Unwanted Mailings

- Unless requested to be excluded, MCRHS may use contact information collected from donors to solicit future donations or keep donors informed of current events.

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- Individually identifiable information about donors shall not be shared with third parties for the purpose of solicitation without express permission from the donor, except as required for Internal Revenue Service reporting or where otherwise required by law.

- If a donor requests to be excluded from all future solicitation mailings, their mailing address shall be removed from the address field of the accounting software to prevent accidental inclusion in computer-generated mailing lists. The address should instead be listed in the Customer Notes field and is to be used only if contact needs to be made for non-solicitation purposes.

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