

BOYS & GIRLS CLUBS OF TUCSON  
**ADMINISTRATIVE PRACTICES & PROCEDURES**  
**DONOR PRIVACY & PROTECTION**

The Boys & Girls Clubs of Tucson will make every effort to safeguard the privacy of our donors.

**PROCEDURE:**

1. Only authorized personnel will have access to donor information and donor databases.
2. The Boys & Girls Clubs of Tucson does not make any donor data available to third parties.
3. The Boys & Girls Clubs will not lend or sell its donor mail lists to any other agency or non-profit organization.
4. Any donor requesting to remain “Anonymous” will have that request noted in their database file so their name is not included in any published donor list in a Boys & Girls Clubs of Tucson publication.
5. The Executive Committee may authorize the use of its donor list for specific promotions mailings where the promotion benefits the Boys & Girls Clubs of Tucson. Where such an authorization is given, the donor list will be sent only to the company conducting the mailing, and all parties involved will agree to its single use for the designated mailing only.