

## **Portland Art Museum**

### **Donor Privacy Policy**

The Portland Art Museum has implemented this **Donor Privacy Policy** to guide our volunteers and staff on how they may and may not use a donor's personal information. This policy may be updated from time to time to comply with recommended guidelines set forth by the American Association of Museums and will be listed on the Museum's website.

#### Policy

#### **What Information We Collect**

The Museum collects and uses personal information from donors that includes: name, amount donated, address, telephone number, donor comments, and email addresses. Tax laws in the United States and the State of Oregon require the Museum to keep contact information and contribution level of donors on file.

#### **How We Use Information**

The Museum never sells or rents donor names or information. Unless a donor requests anonymity, names are released for publication and recognition purposes only. In order to keep the cost of fundraising as low as possible, the Museum occasionally trades donor names (for mailing purposes only) with other local arts related organizations of similar interest. Museum donors may opt-out of having their information available to other organizations by contacting the Development Department. Financial information is not given at any time and list trades are subject to approval by the Museum's Chief Advancement Officer.

The Museum will use contact information (email, telephone number, and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising events and other activities
- Internal analysis and record keeping
- Reporting to relevant U.S. and State agencies
- Annual auditing
- Grant reporting
- Contact donors about changes to this policy

Donors have the option to have their name publicly associated with their donation unless the donor explicitly chooses the "anonymous" option. In all other cases the default is for staff and volunteers to assume all donations will be publicly announced unless the donor explicitly indicates otherwise.

### **Financial Information**

All access to donor financial information is strictly limited to professional staff to process the data. No such data is given to any person, organization, or group who does not need to access the data.

The Museum uses payment processing and credit card authorization services via third party vendors. All Museum vendors are PCI (Point to Point Encryption Solution) compliant. The Museum stores and has access to credit card information and bank account numbers for individuals who elect to donate via electronic fund transfers or monthly installments via credit card.

The Museum strives to provide the highest possible level of security and confidentiality as possible. All controls in place are reviewed on an annual basis during the museum's financial auditing process by a professional auditing firm.

### **Contact Us**

If you have questions about this Donor Privacy Policy or if you wish to be removed from our email/postal contact lists please email [membership@pam.org](mailto:membership@pam.org) or call the membership services department at 503-276-4249.