

**ST. ANTHONY PARK AREA SENIORS  
DONOR PRIVACY AND SECURITY POLICY**

Adopted May 10, 2010

The St. Anthony Park Area Seniors (“Program”) is committed to respecting the privacy of its donors and to secure the information that it has regarding the donors. This policy has been developed to ensure its donors that donor information will not be shared with any third party and that the Program will provide a secure environment for donors’ information.

The Program collects and maintains the following types of donor information, voluntarily provided through donor information forms, electronic payments and personal checks:

- Contact information: name, organization, address, phone number, e-mail address
- Payment information for donation verification and acknowledgment only
- Requests not to receive solicitations from the Program

**Privacy**

The Program uses donors’ information to complete the donation transaction, acknowledge the donation, communicate with the donors, and to provide information on the Program. The Program will not sell, rent, or lease donors’ information. Donors’ information will be used only for the internal purposes of the Program.

**Security**

The Program will maintain internal controls to safeguard donors’ information. This includes storing donors’ information in secure locations for paper information and with security on the Program’s computer for electronic donors’ information.

**Changing Incorrect Information**

In order to change incorrect information, donors should contact St. Anthony Park Area Seniors at 2200 Hillside Ave., St. Paul, MN 55108 or call the office at 651-642-9052.

May 10, 2010, unanimously adopted by the St. Anthony Park Block Nurse Program Board of Directors

July 1, 2011, SAPBNP program name changed to St. Anthony Park Area Seniors

March 14, 2016, unanimously approved with no changes at St. Anthony Park Area Seniors meeting of Board of Directors

October 31, 2016, unanimously revised to reflect actual procedures to protect donor privacy at the St. Anthony Park Area Seniors Executive Committee

March 11, 2019, unanimously approved changes adding “electronic payments” to paragraph 2 and to add “acknowledge the donation” and relocate the “only” in the Privacy paragraph

October 28, 2019, SAPAS Executive Committee unanimously approved changes to add appropriate language to the policy so that donors would know how to contact SAPAS in order to change incorrect information