



## 19.10 FUND DEVELOPMENT

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### Donor Privacy

Montrose Counseling Center, Inc. [MCC] deeply values the contributions that our donors make to sustain and support our mission. All donor relations correspondence should be directed to:

Attn: Development Department  
Montrose Counseling Center, Inc.  
401 Branard, 2<sup>nd</sup> Floor  
Houston, TX 77006

Email address: [development@montrosecounselingcenter.org](mailto:development@montrosecounselingcenter.org)

Donors may contact MCC by email to review personal information collected and request corrections. This policy covering the gathering, usage and security of private donor information shall remain visible and accessible via the MCC website.

To protect the privacy of our individual private donors and email subscribers, we do not publish, sell, trade, rent or share personal information with other organizations or individuals beyond names of individual donors through standard acknowledgement methods (see **Acknowledgement** below). MCC is not responsible for information shared with third parties as a result of voluntary opt-in channels including, but not limited to, Facebook and Twitter.

MCC collects and stores only basic personal information voluntarily provided by the donor/subscriber which may include name, partner/spouse name, address, telephone number(s), email address, group and business affiliations, and VISA/Mastercard bank account information used for single and automatic recurring payments.

Access to donors' stored contact and financial information is strictly limited to professional staff authorized to process those data. Mailing solicitations and donor correspondence and shall not display "Montrose Counseling Center" or "MCC" on the outside envelope, but may display the graphic portion of the logo with a return address.

MCC will use donor contact information for the purposes of acknowledgement, distribution of receipts, internal analysis and record-keeping, and informing the donor about MCC events and activities as well as changes to this policy.

At any time, donors/subscribers may request in writing or by email that their information not be shared with any third party, that they be removed from our telephone, mail and e-mail list, and that they not be solicited or contacted by MCC in the future.

### Acknowledgement

Donors are entitled to receive a letter of acknowledgement from MCC for each donation received within 30 days, which shall also serve as a donation receipt.

Donors may request to be recognized anonymously either in writing for mailed and hand-delivered donations, or by using the appropriate checkbox on the online donation form. Individual donors who request to remain anonymous will not be publicly recognized by name. However, large donations above the established Internal Revenue Service threshold shall be reflected in MCC's federal tax returns as required by law.

Capital campaign or "building fund" donors may be recognized by name only with a marker of dedication (such as a sign or plaque approved by the donor) within the building according to giving level. Special event donors, underwriters and sponsors may be recognized by name only on print and digital materials according to giving level.

Contributing community groups, corporations, foundations, government entities and their representative individuals shall be recognized in audit records and federal tax returns as required by law; and may be recognized in print and digital media including MCC-owned websites and annual report.

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