

## **Washington University in St. Louis Donor Privacy Policy**

Washington University in St. Louis respects the privacy of all donors. Washington University uses its best efforts to safeguard personal information and has policies and procedures in place to protect donor privacy for both online and offline donors.

### **Use of Personal Donor Data**

Individual donor information is used by Washington University for University-related purposes only.

Donor information is used to provide receipts and tax documentation to donors. Donor names are included in annual honor rolls unless the donor has requested otherwise. Information about specific gifts printed in University publications other than the honor rolls is included only with prior approval from the donor. Washington University honors requests for anonymity.

Occasionally, donors may receive Washington University mailings that keep donors informed of university programs, activities, special events, and needs for support. Donors who would prefer not to receive these communications may contact Development Services at (314) 935-5800 or [giftacknowledgment@wustl.edu](mailto:giftacknowledgment@wustl.edu) and request removal from the relevant university mailing list.

### **Data Security**

Washington University maintains a secure environment for donor data. Authorized personnel have access to this information for appropriate business purposes.

The University does not request Social Security Numbers from donors or Employee ID number (for faculty and staff) online.

Credit card numbers, entered via the university's on-line giving form, are encrypted and are not sent in clear text at any point in the data's entry or transmission. This information is not stored in any Washington University database.

### **Release of Information**

Washington University does not sell, rent, loan, share or trade donor information.

On rare occasions, Washington University may be legally required to disclose information.

### **Changes to This Privacy Policy**

If there is a change to this privacy policy, a revised privacy policy will be posted.

Adopted: February 13, 2015