# American Rose Society

# Privacy Policy

*Approved by the Board of Directors via E-vote June 30, 2021 (Ad Hoc Committee of the Non-Quorum of the Board, June 2021 at Shreveport, Louisiana)*

**Section 1** - Only authorized ARS staﬀ will have access to membership information for any purpose, except as required by law. Membership information will be available to ARS Oﬃcers, members of the Board of Directors, and Committee chairs only after they sign the ARS Privacy Policy. All ARS members on the Do Not Contact list will be excluded from any sharing of information. ARS will never sell membership information for any purpose.

**Section 2** - Mass emails by Oﬃcers, Directors and committees of the Board to all members of ARS are oﬃcial documents. These documents will be vetted by oﬃcial vote of an ARS committee and will be distributed by ARS staﬀ following approval by the Executive Committee or Board of Directors.

**Section 3 -** Names of all ARS oﬃcers, Members of the Board of Directors, Committee Chairman, Horticulture and Arrangements Judges and Consulting Rosarians will be available on the ARS website. Contact with these individuals will be available via email links, without the actual display of their contact information.

# American Rose Society

# Privacy Agreement

I, , understand that from time to time, in the course of my duties as an employee, officer, board member, committee chairman, committee member, and/or volunteer of the American Rose Society, and/or of any of its Districts, and/or of its member societies, the American Rose Society may provide me with confidential membership information or other information that it considers confidential.

I agree that all the Confidential Information, as defined below, is the property of the American Rose Society.

I agree to abide by the American Rose Society Privacy Policy as it pertains to the handling and dissemination of the Confidential Information, which may from time to time be amended by the American Rose Society Board of Directors.

I agree to abide by the American Rose Society Donor Planned Giving Confidentially Policy as it pertains to the identity of donors and their actual or proposed gifts to the American Rose Society and/or any of its trusts.

I agree that I will use the Confidential Information only for the express purpose of my American Rose Society job function.

I agree that I will not share or disseminate the Confidential Information in any manner except to American Rose Society employees and members who are bound by this agreement and have a need to know to fulfill their job function as an employee or volunteer of the American Rose Society. I agree that Confidential Information may not be used for mass mailings of any kind.

Information that the American Rose Society considers to be Confidential Information includes the following:

1. American Rose Society membership information, specifically contact information, including mailing addresses, telephone numbers including fax numbers and cell phone numbers, and email addresses.
2. Planned Giving donor information as set forth in the American Rose Planned Giving Society Donor Confidentially Policy.
3. Any other information designated as confidential by the American Rose Society Board of Directors. Any information in this category must be marked as “confidential” and anyone receiving it must be informed that the American Rose Society considers it to be Confidential Information at the time he or she receives the information.

I understand that this Agreement does not prevent me from using any information that would otherwise fall under this agreement, but which has been independently generated by me, obtained from others who have a right to transfer it to me, or which has been obtained from publicly available sources.

Signature Date

# American Rose Society

# Planned Giving Donor

# Confidentiality Policy

The American Rose Society (ARS) strongly supports protecting the privacy of its donors and the confidentiality of information concerning them. Donor records, both hard copy and electronic, and other donor information will not be sold and will not be shared with other organizations. As described below, the identity of planned giving donors, but not the amount of their donations, will be published periodically unless the donor has specifically requested anonymity.

Access to donor information, on a need to know, case by case basis, is limited to the Executive Director, the Development Officer, and staff members and volunteers who acknowledge donations or solicit donations. All ARS staff and volunteers must maintain the confidentiality and privacy of donors and may not divulge donor information.

This policy guides the actions of the Board of Directors, the Executive Director, staff, and volunteers who serve ARS and helps to ensure the confidentiality of donors and potential donors regarding their all transactions with ARS.

## PROCEDURES:

**Confidentiality of Records:**

The Executive Director is responsible for maintaining the confidentiality of current donor and prospective donor records and will ensure that each staff member and volunteer has clear direction regarding the confidentiality of records.

The Executive Director may, at his or her discretion, make all or part of any donor record available to staff members or volunteers if it is essential for them to carry out their responsibilities. Any such decision will honor the wishes of donors related to disclosure un- less a larger legal issue is involved.

## Publication of Heritage Member Names:

The names of living individuals who have notified the ARS that they have included the ARS in their planned giving will be listed in public relations communications as ARS Heritage Members unless the donor has specifically requested anonymity. Although the donor names will be published, the amounts of the anticipated gifts will not be published or disclosed.

## Anonymous Gifts:

The Executive Director is authorized to accept anonymous gifts to ARS. Acceptance of restricted gifts is subject to the provisions of the ARS gift acceptance policy as set forth in the ARS Gift Policy Manual.

## Distribution of Policy:

The Donor Confidentiality Policy will be posted on the website of ARS and will be available to anyone upon request.