



## Donor Confidentiality Policy

Policy:

The High Plains Library District Foundation maintains a list of names, addresses, giving history, and other pertinent data for those individuals and organizations that have supported us financially. We will not sell this information to any individual or organization outside of the High Plains Library District.

Unless otherwise requested by the donor in writing, the names of all individual donors will be listed in the High Plains Library District Foundation's annual report and/or other appropriate publication. Donor's contributions will be listed according to a category of giving and not by a specific amount.

The High Plains Library District Foundation shall respect the privacy of all donors and will not publicly recognize in any form donors who wish to remain anonymous. The donor must notify the Foundation in writing that he/she wishes to remain anonymous.