

## **Privacy policy**

(Adopted by the Council of Trustees December 15, 2009)

The Episcopal Diocese of Kansas respects your right to privacy.

In the process of discussing your potential gift, or intent to gift, to the diocese, we may end up learning personal information about you. Depending on the nature of the gift, some of that information may be social security numbers, value of assets, names of your beneficiaries, and yearly income. We know that you expect us to treat your potential gift in a manner that is both accurate and confidential. We also know that you expect the highest ethical and moral standards regarding the receipt of both the gift and the information we learn in the process of receiving the gift.

In the course of helping you decide the level or type of gift you plan to make, we may eventually collect some information. There may be illustrations of options, appraisals, insurance policies, stock or bond certificates, tax returns and other documents that will need safekeeping. We will maintain a locked cabinet that will be accessible by the Bishop, the Development Director, the Comptroller, the Treasurer and the Finance Committee Chair.

Every diocesan staff and committee member with access to your gift information will be bound by **STRICT** confidentiality rules applicable to personal discussions and correspondence including emails. Under no circumstances will your gift be revealed without your written permission. If any person makes inappropriate comments, the Bishop should be notified.

There are certain aspects of the gift acceptance procedures that must be revealed to the Council of Trustees. The amount and type of gift must be conveyed, and/or approved by them. Your name will only be used once we receive written permission by you, your power of attorney, or your estate representative. Your name as a donor does not (nor does it have to) appear in publicly circulated minutes of the Council of Trustees.