

Data Management Procedures

All those having any contact with the _____ shall be recorded in the donor management system. This includes vendors, donors, sponsors, volunteers, prospective donors, and so on.

_____ shall record all known information about these individuals, including name, address, phone, e-mail, relationships, etc. Every effort will be made to maintain complete records.

As few people as possible shall enter donation data into the Donor Management system. Ideally there will be only one volunteer responsible for such data entry, with a second volunteer auditing the entries ideally once per month, but at a minimum once per quarter.

All donor information is to be kept confidential and in a secure location. Anyone having access to the data commits to respect such confidentiality.