



Privacy

Orange County United Way values its stakeholders and takes their privacy seriously. Our commitment is to:

- NEVER sell or trade information about its contributors to any other organization or person.
- Share documents, data pledge or other personal information only on a need-to-know basis and for the sole purpose of carrying out United Way's mission.
- Comply with the expressed wishes of any donor who does not want their name used in any promotional materials or wishes to have gifts be anonymous.

Confidentiality & Representation

Confidentiality is a hallmark of professionalism. To support this, United Way employees, volunteers, and representatives will:

- Ensure that non-public information regarding other persons or firms, which is acquired by United Way personnel in dealing with outside parties on behalf of the United Way, is treated as confidential and not disclosed.
- Ensure that all information considered to be confidential, privileged or non-public, is used only for the purpose of carrying out our responsibilities with United Way and is not disclosed inappropriately either during or after employment or service to United Way.
- Such confidential information includes, but is not limited to, donor giving information, fundraising and marketing strategies, impact investments, certain financial information, payroll and personnel records, and any document marked confidential.
- Recognize that many volunteers and staff play an important role in sharing information with others about the United Way to promote understanding and garner support. However, only the authorized officers are allowed to officially represent United Way to the media, unless specific authorization to do so is provided.