

Donor & Data Privacy Policy for CSUB

The California State University, Bakersfield Foundation (Foundation) and Division of University Advancement (UA) are deeply grateful for the generosity of its donors and are committed to treating their personal information with the utmost care and respect. To uphold this commitment, we protect donor privacy and honor donor rights in accordance with the Donor Privacy Policy outlined below. We encourage you to review this policy to learn how we safeguard the personal and financial information entrusted to us.

If you have any questions, concerns or comments about this policy, please contact us at (661) 654-2136.

Our Commitment to Protecting Your Information

Protecting our donors' privacy is an important part of our commitment to responsible stewardship and earning the trust of those who support the Foundation. Information such as donation amounts, mailing addresses, telephone numbers, email addresses and donor comments is treated as confidential and will not be shared with third parties.

[CSUB Data classification standards](#) include donor contact information as an example of high-risk information. We keep this data secure by:

- Maintaining the CSUB donor and alumni database
 - Conducting the annual systems access review
 - Limiting data rights and access
 - Storing in a secure off-campus server
- Sharing information through secure means and only when necessary for printing mailing materials

To learn more about CSUB's overall data privacy policy, visit [CSUB Privacy Policy | California State University, Bakersfield](#).

Access to donor information is limited to authorized UA employees who are required to adhere to this privacy policy. The Foundation and UA do not publish, sell, trade, rent or otherwise share donor information with outside parties.

[CSU Privacy Program on policystat](#) outlines the CSU's use of personal information and principles to follow.

Unless a donor requests to remain anonymous, the Foundation and UA may publicly recognize charitable contributions in publications such as an Annual Report of Giving and other donor recognition materials or digital donor walls on the university's websites such as the President's Associates, Faculty and Staff Initiative, Raising for ` Runners Giving Day, Giving Tuesday and Athletics crowdfunding sites.

California State University (CSU) Information Security Policy and Standards

Each of the 22 CSU's including the Office of the Chancellor is required to follow the [CSU Information Security Policy and Standards](#).

How We Use Your Personal Information

The Foundation and UA use donor contact information, including mailing addresses, email addresses and telephone numbers only for purposes related to supporting our mission and managing donor relationships. These purposes include:

- Providing donation receipts and acknowledgements
- Thanking donors for their generosity
- Sharing information about fundraising events, university initiatives and other California State University, Bakersfield Foundation activities
- Maintaining internal records and conducting administrative analysis
- Meeting applicable federal and state reporting requirements (these reports are confidential and not available for public inspection)
- Communicating updates to this Donor Privacy Policy

Individuals who donate to the Foundation may be added to our donor communications list. Donors may opt out of receiving mail, email, telephone calls or text messages at any time by contacting UA at (661) 654-2136 or by writing to:

California State University, Bakersfield Foundation
Division of University Advancement
Mail Stop: 19 AW
9001 Stockdale Highway
Bakersfield, CA 93311

Any additional personal information provided by donors will be used only to fulfill the specific request or purpose for which it was provided.

To learn about international, federal and state laws for data privacy and tracking communication preferences, visit [General Data Protection Regulation](#), [CAN-SPAM](#), [California Consumer Privacy Act](#).

Donor Bill of Rights

The [donor bill of rights](#) was developed by AFP (Association of Fundraising Professionals), CASE (Council for Advancement and Support of Education), AHP (Association for Healthcare Philanthropy), AAFRC (American Association of Fund-Raising Counsel) and the Giving Institute. Donors have the right to the following:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Financial Information and Payment Security

The Foundation and UA maintain strict safeguards to protect donors' financial information. Access to donor financial records is limited to authorized UA and campus personnel whose responsibilities require them to process or manage donation transactions. Established internal controls and accountability measures help ensure that donor information is handled securely and appropriately. Donor personal and financial information is shared only with individuals or service providers who require it to perform authorized Foundation business.

The Foundation and UA partner with reputable payment processing providers that employ industry-standard security measures to protect financial transactions. The Foundation and UA also adhere to the Payment Card Industry Data Security Standard (PCI DSS) to protect cardholder data during payment transactions. The Foundation and UA do not store or have direct access to donors' credit card numbers, bank account information, payroll or other payment details submitted through these secure processing systems.

Donations received by the Foundation are processed promptly and deposited into the appropriate Foundation accounts in accordance with established accounting procedures and monthly close processes.

Contact Us

If you have any questions, concerns or comments about our privacy policy, or if you would like to be removed from our contact list, please contact us at (661) 654-2136.