



Privacy & Confidentiality

FEBRUARY 2020

As an agent of the public's trust, transparency and strong oversight of charitable giving is a priority. The City's financial services team plays an essential role in the financial management of charitable partnerships. This financial oversight creates an unprecedented tracking, accountability, and reporting of charitable giving.

The City is committed to safeguarding the privacy and confidentiality of charitable donors or prospective donors to the full extent permitted by law, including their names, addresses, telephone numbers, and emails.

The City of Fort Collins has created multiple layers of accountability and transparency for donated funds and the projects receiving donated funds.

The City of Fort Collins recognizes and honors the importance of protecting the privacy of personal information and adhere to the following guidelines.

- Information about your donation is handled with respect and confidentiality.
- City staff are not permitted to use this information for any purpose other than to carry out the mission and purpose of your gift.
- The personal information you provide when making a gift, donation or registering for an event will not be disclosed to any unauthorized third parties.
- The City of Fort Collins does not exchange, lend, rent or sell our donor lists to third party organizations.
- Collecting, accessing, using, destroying, or disclosing confidential information will only occur within the scope of a City employee's responsibilities.
- City staff will exercise reasonable effort to secure and protect any confidential information in hard copy or downloaded to or stored on any type of electronic device .
- Charitable gifts will only be used in the manner in which you identify, and cannot be redirected by elected officials or senior leadership.

The City will work diligently to protect and maintain the confidentiality of a donor's name and privileged information at a donor's request. And, City staff will not disclose privileged or confidential information to unauthorized parties at any time for any purpose. However, the City of Collins as a public institution, may be required legally subject to public inspection under the Colorado Open Records Act in Title 24, Article 72, Part 2 of the Colorado Revised Statutes (CORA).

Any information supplied to the City by donors will only be used to fulfill the donors' intent in making the donation unless the City is required under CORA or court order to release such information or the donor has given the City permission to release the information.

The City of Fort Collins values your privacy and respects requests for donor confidentiality.

