



Kansans for Life (KFL) Financial Policy
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Policy Title: Kansans for Life Financial Policy on Donor Privacy and Personal Information
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Financial Procedure Manual Section: Donor Privacy
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Policy Statement:

Kansans for Life, Inc. is committed to responsible fiscal management. The entire organization, including the Board of Directors, KFL staff, and board approved volunteers, will work together to make certain that all financial matters of the organization are addressed with care, integrity and in the best interest of Kansans for Life, Inc., and its donors.

Purpose:

- The purpose of the Kansans for Life financial policy on donor privacy is to provide guidelines to the Board of Directors, KFL staff, and approved volunteers, about making financial decisions and reporting the financial status of Kansans for Life, Inc., and related organizations.
- The donor privacy section inclusion in the Financial Procedure Manual is to provide procedures on donor privacy for effective management of Kansans for Life, Inc., and related organizations' funds.

Scope:

The Financial Policy- Donor Privacy applies to all KFL Executive Board members, the designated comptroller, the KFL Executive Director, the KFL Operations Leadership, KFL staff, and approved volunteers. The Board of Directors of Kansans for Life, Inc. will provide financial oversight of donor privacy activity.

Responsibility and Enforcement

- The KFL Executive Board has oversight of KFL staff activity, including donations made to KFL and the privacy of the donors who support KFL.
- The KFL Operations Leadership, Executive Director, Director of Development, and Comptroller are responsible for the custody and oversight of donations and donor privacy.
- KFL staff handles keeping donations and donor records private.

Policy:

- This policy applies to Kansans for Life, Inc. And its subsidiary companies listed below.
- This policy governs all data collection and usage by KFL.
- Through our website(s), you consent to the data collection procedures written in this policy.

Subsidiary Companies:

- Kansans for Life Educational Trust Fund: www.kfl.org
- Kansans for Life Political Action Committee: www.kflpac.org

Kansans for Life, Inc (KFL) values the privacy of our donors. This privacy policy will help you understand how we collect and use personal information from those who visit our website and what we do with the information collected. KFL reserves the right to make changes to this policy at any time; such changes will be posted as an addendum to this policy. If KFL decides to make use of personally identifiable information on file, users will be notified promptly by email. If changes are made to this policy, users then shall have the option to allow or not allow their personal information to be used.

This policy does not control the use and collection of information gathered by companies and/or individuals not employed or managed by KFL. Before you provide information to a website mentioned by KFL, it is suggested that you review their privacy policy first.

Information we collect

KFL will only collect personal information that you provide through surveys, membership forms, and emails. Your personal information will only be used for the purpose for which it was asked.

If you donate either offline or online

- We will store your donor contact information (name, email address, postal address, and record of donations) in our donor database, which is secured with a username and password.
- You will receive periodic mailings or emails, unless you request not to be contacted.

If you donate through our website

- Our donation forms require you to give us contact information that may include name, e-mail address, postal address, phone numbers, and billing information.
- We use ("SSL") encryption to protect the transmission of the information you give to us when you use our secure online donation forms, and the information you provide to us is stored securely in our donor database. Our use of this information is limited to processing donations and mailing acknowledgment letters.
- We will collect an IP address. An IP address is automatically assigned to your computer when you use the Internet. We will use IP addresses to help diagnose problems with our server, to administer our site, to analyze trends, to track users' interests on our site, to gather broad demographic information for aggregate use for us to improve the site and to deliver customized, personalized content. IP addresses are not linked to personally identifiable information.

Purpose and use of collected information

We are collecting your data for the following purposes:

- To fulfill KFL mission of protecting those with no voice.
- To send you promotional emails, educational content, and legislative action alerts to better serve the pro-life communities in Kansas.
- To contact you for participation in surveys, research, and grassroots activities throughout Kansas.
- To customize our website.

Disclosure of information

KFL may not use or show the information you provide except under the following circumstances:

- As necessary to provide services or products you have ordered
- In other ways described in the policy or against your consent
- In such a way that your identity cannot be determined
- As required by law, or in response to a subpoena or search warrant
- To outside auditors who have agreed to keeping your information confidential
- To keep and preserve the rights and property of KFL

Non-marketing purposes

KFL reserves the right to contact you if needed for non-marketing purposes (security breaches, account issues, or changes to KFL services). In these circumstances, KFL will contact you through email, use of our website, newspapers, or other public means to post a notice.

Minors (children under the age of 18)

KFL's website is not directed to or knowingly collects personal information from children under eighteen (18). KFL will take the necessary steps to ensure information is removed from our database, or we will obtain parental consent for minor inclusion.

Unsubscribe or Opt-out

All users of our websites can stop receiving communications from KFL by opting out of receiving KFL emails, action alerts, or newsletters. If you wish to unsubscribe, please contact, kfl@kfl.org and provide your name, email address and the lists you are unsubscribing from.

Links to other websites

KFL does not claim nor accept responsibility for any privacy policies, practices and/or procedures of websites that may be linked to our website. The privacy policy agreement applies only to the information collected on our website. KFL strongly suggests that all users read the privacy statement of each website visited.

Your rights as a data subject

Under the regulations of the General Data Protection Regulation ("GDPR"), you have certain rights as a data subject:

- The right to be informed: We must inform you if we intend to use your personal data
- The right of access: You can request access to the data we hold about you. We have 1-month to respond to your request
- The right to rectification: You have the right to have your data corrected if we hold incorrect information
- The right to erasure: You can request your information be removed.
- The right to restrict processing: You have the right to change your communication preferences and/or opt-out of certain communications
- The right of data portability: You can obtain and use the data we hold for your own purposes without explanation
- The right to object: You can file a formal objection with KFL regarding our use of your information regarding third parties.

KFL will always aim to encrypt and anonymize your personal information whenever possible. We also have protocols in place in case there is a data breach, and we will contact you in the event your personal data is at risk.

Security

KFL takes precautions to protect your information.

- When you give sensitive information via the website or online, your information is protected both online and offline.
- Only KFL employees who need information to perform a specific job are granted access to personally identifiable information.
- KFL computers and servers where personally identifiable information is stored are kept in a secure environment.
- KFL uses an information technology company to further secure all KFL email accounts, database, and filing systems.