

HARRIS COUNTY HOSPITAL DISTRICT • F O U N D A T I O N •

Privacy Policy

Purpose: To ensure privacy of all HCHD Foundation constituent information.
To ensure that personal information of all HCHD Foundation constituents is respected as appropriate and is in accordance with the constituent's wishes, or according to law.

Definitions

- A. Constituent is someone who donates finances, tangible items, and/or time to or in support of the HCHD Foundation.
- B. Distribution of constituent information applies to the sharing of personal information to other organizations or persons.
- C. Explicit permission by the constituent regarding distribution of information is limited to correspondence in writing.

Policy Statement

- A. Distribution of constituent personal information other than name and gift amount is not permissible by HCHD Foundation Board of Trustees or staff without the explicit permission of the constituent, or as required by law or court order.
- B. Constituent information such as name and gift amount may be distributed in HCHD Foundation printed material, such as annual reports, newsletters, recognition signage, etc.
- C. Anonymous gifts will be respected per the constituent.
- D. Requests by the constituent to remain anonymous must be submitted in writing.
- E. HCHD Foundation staff will document all requests by constituents as it relates to anonymity.