



Rocky Mountain University Foundation

DONOR PRIVACY POLICY

Rocky Mountain University of Health Profession Foundation (RMU Foundation) is committed to respecting the privacy of donors. Donors may choose to remain an anonymous donor at any time.

RMU Foundation subscribes and adheres to the [Donor Bill of Rights](#) created by the Association of Fundraising Professionals (AFP) and the Council for Advancement and Support of Education (CASE).

WHAT INFORMATION WE COLLECT

Personal information that identifies individuals that the RMU Foundation may collect and maintain:

- Contact information: name, organization/company, complete address, phone number, email address.
- Any personally identifiable information provided.
- Donation information: amounts donated, date of donation(s), method and motivation.
- Information concerning volunteer hours.
- Donor requests and comments pertaining to the donation.
- Information gathered from database firms.

HOW RMU FOUNDATION COLLECTS THAT INFORMATION

These are the most common circumstances under which information may be collected:

- When a donor requests information from an email address identified on the giving website. The RMU Foundation may then collect the donor's name, address, and email address in order to respond to that request.
- When a donor contacts the RMU Foundation with a question, then the RMU Foundation may collect the donor's name, address, and email address in order to respond to that inquiry.
- When a donor makes a contribution, then the RMU Foundation may collect the donor's name, email address, billing address, telephone number, and any other information necessary to process the donation.

- From time to time, the RMU Foundation may collect personal information in ways not described above.

HOW WE USE THAT INFORMATION

Donor information may be used for these purposes only:

- Processing donations.
- Distributing receipts.
- Thanking donors.
- Communicating with donors about Rocky Mountain University and RMU Foundation activities.
- Conducting fundraising.
- Record keeping.
- Reporting to applicable government agencies as required by law.
- Surveys, research, metrics, and other analytical purposes.
- Other activities related to fundraising operations.

The RMU Foundation will not sell, trade, or share personal information, with the following exceptions:

- The RMU Foundation will use donor information to comply with the law or in the good faith belief that such action is necessary to conform to the requirements of law or comply with legal process served on us, protect and defend our rights, or act in urgent circumstances to protect the personal safety of others.
- The RMU Foundation will use donor information to protect against potential fraud. The Foundation may verify with third parties the information collected in the course of processing a donation. If a donor uses a credit or debit card, then card authorization and fraud-screening services to verify that donor card information and address matches the information the donor provided has not been reported lost or stolen.
- Corporate and foundation sponsors are listed in the RMU Foundation Annual Report and Special Event programs.

- Donations over 2% of the entire RMU Foundation budget must be reported on IRS Form 990, Schedule B.

SHARING OF PERSONAL INFORMATION

RMU Foundation **will not** sell, rent, trade or transfer a donors personal information to outside organizations. Use of donor information will be limited to the internal purposes of RMU Foundation and only to further the mission of RMU Foundation. Nevertheless, security measures may not prevent all losses, and RMUF is not responsible for any damages or liabilities relating to security failures.

FINANCIAL INFORMATION

All access to donor financial information is strictly limited to RMU staff and financial directors who need to process the data for official RMU Foundation business. No donor financial information is given to any person, organization, or group who does not need to access that data.

RMU Foundation uses only online payment processing services provided by merchants who have validated compliance with governing payment card industry standards. RMU Foundation does not store, nor does it have access to donor credit card information, bank account numbers, or other account data sent to those processing services.

CHANGES TO THE DONOR PRIVACY POLICY

The RMU Foundation reserves the right to change the Donor Privacy Policy from time to time. The most recent date of revision will be noted at the end of this policy.

REMOVING DONORS FROM THE RMU FOUNDATION MAILING LIST

Contact the RMU Foundation to be removed from the mailing list. Email foundation@rmu.edu or call (801) 734-6774.

CONTACT RMU Foundation

Questions may be submitted by phone (801-734-6774), email (foundation@rmu.edu) or in writing at the following address:

Rocky Mountain University Foundation
122 East 1700 South, Bldg. 3
Provo, UT 84606

RMU Foundation Donor Privacy Policy revised May 28, 2025