

The National World War II Museum

Donor Privacy Policy Employee Acknowledgment

The National World War II Museum (the “Museum”) is committed to protecting the privacy of our donors and any personal information that they may share with us or that we hold. We value our donors’ trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our donors.

I acknowledge that I have received and read the Museum’s current Donor Privacy Policy.

I understand that every employee and volunteer is responsible for abiding by the Donor Privacy Policy. In the event that a situation occurs that impacts a donor’s personal information that is not specifically discussed in the Donor Privacy Policy, I understand that I should consult with my immediate supervisor regarding any questions not addressed in the Donor Privacy Policy.

I will take every reasonable precaution to protect and preserve the confidentiality of our Donors’ personal information. I acknowledge that I am accountable if by my actions or failure to act an accidental or inadvertent disclosure of donor information occurs.

I will not share, sell or give any personal information about a donor with any outside organization or person without the donor’s consent. I understand that the Museum does not sell, trade or rent donors’ email addresses to others.

I acknowledge that if I knowingly share or disclose a donor’s personal information in a way which violates the Donor Privacy Policy, disciplinary action will be taken as set out in the Museum’s personnel policies manual. One of the options available to the Museum when the disclosure of a donor’s personal information is discovered shall be termination of the employment relationship, if deemed appropriate.

Employee’s or Volunteer’s Name: _____

Signature: _____

Date: _____