

Groundswell Conservancy Policy

Name: **Credit Card Security**

Approval: Approved by Executive Committee March 16, 2011
 Amended by Executive Committee December 13, 2017
 Amended by Executive Committee November 11, 2020

It is the policy of Groundswell Conservancy to secure donor credit card information from fraudulent use. The process for handling credit card donations is:

1. Donor provides credit card information on a paper reply card or by phone (the staff person taking the call completes a paper reply card). [For credit card donations received through Stripe, we do not receive credit card information.]
2. Donations are logged by two authorized staff members working together.
3. Donations are processed the day they are received.
 - a. The credit card information, which includes the cardholder's name, card number and expiration date, are entered online in Stripe and the donation record is entered into the donor database.
 - b. Once processed, the donor's credit card number and expiration date are redacted, cut off the reply card and thrown away.
4. Donations not processed on the day received are held in a locked file cabinet until processed.
5. The original reply card with the credit card number and expiration date removed is retained for 5 years.

Groundswell Conservancy is accredited by the Land Trust Accreditation Commission. Policies may be updated to reflect changing accreditation standards and practices, as well as changing local organizational needs.