



# Shan You Counselling Centre

## Donor Confidentiality Statement

Shan You Counselling Centre (SYCC) respects the privacy of our donors. We strongly believe in protecting the confidentiality of information concerning them.

However, SYCC wishes, from time to time, to publicly recognize and thank our donors for their generosity. Every year SYCC will report our donors in the Annual Report and occasionally, in letters of enquiry and proposals to various funding entities.

In all of these matters, SYCC does not share any other personal information beyond the name of the donor. No contact information is provided. We do not sell, trade or share our mailing lists with any outside organization. The name, address and other information provided by the donor will be used appropriately to contact the donor on the Centre's activities including events, fundraising needs and to acknowledge donations.

If, at any time, you wish not to be acknowledged or to receive information on Centre activities or wishes to have complete anonymity, SYCC will honor the request. You can do so by contacting us with your name:

- a) by phone at 6741-9293
- b) by email at: [shanyou@shanyou.org.sg](mailto:shanyou@shanyou.org.sg)
- c) by post to: Blk 5, Upper Boon Keng Road, #02-15, Singapore 380005

10 December 2008

善友辅导中心  
捐赠者的保密守则

为保护所有善友辅导中心的捐赠者，我们会尊重他们所提供的资料，严紧保密。

但是,善友为了感谢一直以来支持我们的捐赠者,在善友辅导中心的常年会议报告,我们都会将所有捐赠者的姓名或公司列入，以示感谢。同时，在一些募款的信件里，偶尔也会提到捐赠者的姓名或公司。

捐赠者的姓名、联络电话，地址等只会呈现在善友与捐赠者的募款书信来往或致谢卡。善友不会将捐赠者的资料提供给任何组织。

若捐赠者不希望名字，或其他一切资料出现在善友的常年会议报告或信件来往中，我们会尊重捐赠者的要求。

假如您想用无名氏来取代名字，请通知我们，.您可通过以下途径：

- a) 请电: 67419293
- b) 或电邮: [shanyou@shanyou.org.sg](mailto:shanyou@shanyou.org.sg)
- c) 或寄至: Blk 5 Upper Boon Keng Road #02-15 S(380005)

12月10日2008年