



What does **private** mean?

Private **NOTE**



A private note can only be seen by the Admins, the user who creates the note, and any user with the "View Private" permission enabled.

If a user does not have these permissions, they will not see any record of the note being made.

Private **CONTACT**



Contacts are set to be viewable as a default, but can be set to "private" if the record contains sensitive information or there are privacy concerns (like in the case of a public figure.)

Private Contacts can only be viewed by Admins and users with the "View Private" permission setting enabled.

Private **GIFT**



Unlike private notes or Contacts, a private Gift can be seen by any user, but they won't see who the giver is unless they are an Admin or have the "View Private" permission.

Private Gifts will be seen as "anonymous gifts" to most users.



What if: Tom Hanks, a private Contact in your organization's database, makes a donation?

Since Tom Hanks is a private Contact, his gift is **automatically** marked as "private."

While his Contact record can't be seen without certain permissions, his gift is visible to everyone - although for most users, it will be an anonymous gift.



What if: Lynn Smith, a public contact in your database, wants to make an anonymous gift?

Since Lynn isn't a private Contact, her gifts will be viewable to everyone as a default. However, if she wants a **specific gift to be given anonymously** (perhaps to a friend's scholarship fund at a larger school), her gift can be marked as "private."

Her Contact info will be viewable, as will her other gifts, but this gift will be seen as "anonymous" to most users.

