

## **Assistance League® of Bend**

### **DONOR PRIVACY POLICY**

#### **PURPOSE**

This document sets forth the policy that Assistance League of Bend shall follow with respect to the contributions and privacy rights of donors as well as the responsibilities of Assistance League of Bend.

#### **POLICY**

Assistance League of Bend does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation of donor to any outside individual or business. Exceptions shall be those required by law, requested in grant applications or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

Assistance League of Bend does acknowledge donors by name and/or description of donation, after the donors have given their written permission, in certain printed material such as chapter newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, the organization's website or other means of expressing appreciation for the donors' assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below.

If a donor chooses to opt out of any acknowledgement listings in printed material, the donor's name and address will be made available only to members and/or staff of Assistance League of Bend who are responsible for managing the business of the chapter.

A copy of Assistance League of Bend's Donor Privacy Policy will be mailed or emailed to a donor upon request and is also available on the chapter's website.

All records of donations to Assistance League of Bend shall be maintained by the chapter according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the chapter and in a limited-access, password-protected electronic database.

A donor's photograph will not be used at any time or in any chapter publication without the donor's written consent. In the case of a minor, written permission will be obtained from the parent/guardian.

The personal information of a chapter member will not be shared without the written consent of the individual. Exceptions shall be those set forth in the National Assistance League® Donor Privacy Policy, a copy of which is on file with the chapter. Donations received from a chapter member will be afforded the same considerations as stated in this policy.

Contact information:

Assistance League of Bend  
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Date	Adopted By/Approved BY	Reviewed By/Revised By
July 2004	Board	
July 2009		Policy Advisory Committee
February 2010		Board
October 2011		Board
April 2012	Board	Risk Management Committee
April 2013	Board	Risk Management Committee
April 2014	Board	Risk Management Committee
April 2015	Board	Risk Management Committee
April 2016	Board	Risk Management Committee
April 2017 June 2017	Board	Risk Management Committee