

## **Assistance League® of Salt Lake City**

### **Donor Privacy Policy**

Assistance League of Salt Lake City shall not copy, reproduce, publish, post, distribute, share or sell the name or personal contact information or description of donation of a donor or Thrift Shop customer to any outside individual or business.

Exceptions shall be those required by law, those requested in grant applications or those in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

Assistance League may acknowledge donors by name and/or description of donation, unless donors deny permission in writing, in certain printed material such as chapter newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, electronic media, 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.

Assistance League shall honor donors' requests for anonymity and shall provide a means (such as a check-off box) for both new and continuing donors to inform the charity if they do not want their names acknowledged on any of the printed material mentioned above. All donations shall be treated individually so that multiple donations from a single donor shall receive the same consideration as if each were the first donation received.

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

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

All records of donations shall be maintained by the chapter according to the applicable standards of record retention in effect at the time of the donation. Records shall be maintained in a secure location of the chapter.

A donor's photograph shall not be used in chapter publications or for fundraising purposes without the donor's written consent. A parent or guardian's written permission shall be obtained in the case of a minor. The personal information of a chapter member shall not be shared without the written consent of the individual. Exceptions shall be those set forth in National Assistance League® Donor Privacy Policy, a copy of which is on file with the chapter. Donations received from a chapter member shall be afforded the same considerations as stated in this policy.

This policy shall be posted in the business office at 2060 East 3300 South, Salt Lake City, UT 84109 and is available upon request.

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