



DONOR RELATIONS AND PRIVACY POLICY

Assistance League® of San Luis Obispo County 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 San Luis Obispo County does acknowledge donors by name and/or description of donation, and may be used in certain printed material such as chapter newsletters, Annual Report, brochures, press releases, event invitations or programs, , solicitation letters, the organization's website and Facebook page, or other means of expressing appreciation for the donors' assistance, **unless notified by the donor in writing**. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below. 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.

In accordance with the national organization's policy, the donor's wish alone, whether written or verbal, is the determining factor in the designation of donations. Donations are then considered "Restricted" to that purpose or program. The donor, unequivocally, determines the designation of a donation. Conversely, unless specified by written or verbal notification, donations will be placed into "Unrestricted Donations".

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 San Luis Obispo County who are responsible for managing the business of the corporation.

A printed copy of Assistance League of San Luis Obispo County's Donor Relations and Privacy Policy will be mailed to a donor upon request.

All records of donations to Assistance League of San Luis Obispo County shall be maintained by the corporation 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.

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 by a chapter member will be afforded the same considerations as stated in this policy. A chapter member will receive a copy of this policy, as updated.

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