

## **Donor Privacy Policy** **Assistance League® of Pomona Valley**

This document sets forth the policy that Assistance League of Pomona Valley shall follow with respect to the contributions and privacy rights of donors.

### **General Statements**

- Assistance League of Pomona Valley does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of the 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 Pomona Valley 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 donor's assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below.
- Assistance League of Pomona Valley will provide, at least annually, 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 material, the donor's name and address will be made available only to members and/or staff of Assistance League of Pomona Valley who are responsible for managing the business of the chapter.
- A printed copy of the Assistance League of Pomona Valley Donor Privacy Policy will be mailed to a donor upon request and is also available on the chapter's website.

### **Donation Restrictions**

- A donor may request that their donation be used for specific purpose(s) within the Assistance League of Pomona Valley. This request must be made in writing at the time of the donation. If the donation is unrestricted, Assistance League of Pomona Valley may use it for any discretionary purpose.

### **Record Keeping and Confidentiality**

- All records of donations to Assistance League of Pomona Valley shall be maintained by the chapter according to the applicable standards of record

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retention in effect at the time of the donation. All records will be maintained in a secure location of the chapter.

- Assistance League of Pomona Valley shall not disseminate this information for any reason without the prior written consent of the donor.

**Rights of Donor Regarding Photographs**

- A donor's photograph will not be used at any time or in any publications without the donor's consent. However, agreeing to appear in a photograph shall imply consent. This implied consent shall apply to the names and likeness of the donor being published in the documents described in the General Statements section above as well as a description of the amount or type of contribution given.
- It is not necessary to obtain written or oral consent from other individuals photographed in large crowds and/or group if the photograph is taken at any event sponsored by the Assistance League of Pomona Valley. Therefore a copy of this Donor Privacy Policy will not be provided to those so appearing.

**Chapter Members**

- 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. A chapter member will receive a copy of this policy upon joining and when revised.
- At all times a chapter member in attendance at any event sponsored by Assistance League of Pomona Valley such as fundraisers, chapter meetings, committee meetings, agrees that the member's name, chapter name, and likeness may appear in the publications listed above in the General Statements section.

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