

May 2006

## **ASSISTANCE LEAGUE® OF ARCADIA DONOR PRIVACY POLICIES**

Assistance League of Arcadia 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 transactions that may be made without prior knowledge or consent of the donor.

Assistance League of Arcadia 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.

Assistance League of Arcadia will provide, at least annually, a means 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 Arcadia who are responsible for managing the business of the corporation.

A printed copy of Assistance League of Arcadia's Donor Privacy Policy will be mailed to a donor upon request.

All records of donations of Assistance League of Arcadia 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.

Assistance League of Arcadia operates the Bargain Box. The names of donors contributing to the thrift shop are never made public without the donor's written permission.

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. A chapter member will receive a copy of this policy annually.

**Assistance League® of Arcadia  
100 S. Santa Anita Avenue  
Arcadia CA 91006  
(626) 446-7605**

This policy was last approved on: May 9, 2006