



Assistance League of Albuquerque

Donor Privacy Policy

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

General Statements

Unless otherwise provided below, the Donor Privacy Policy shall be provided to any donor upon request, or immediately upon receipt of a donation to Assistance League of Albuquerque.

Assistance League of Albuquerque shall not copy, reproduce, publish, post, distribute or sell the name, personal contact information or amount of donation of donor to any individual or business without the written consent of the donor. Exceptions shall be those as required by law and may be made without prior knowledge or consent of the donor.

Publications, promotional items and publicity of Assistance League of Albuquerque, referred to in this document, shall include but not be limited to the following: *League Lites* annual report, website, brochure, fact sheets, videos and programs and publications for special events.

Chapter Members

When a member pays per capita dues, that information is added to the membership database of Assistance League of Albuquerque. The chapter's database on national's website is viewable by password access only to chapter members. The chapter's database is not viewable by any other individuals or by members of any other chapter.

Assistance League of Albuquerque may provide, without prior approval, the name and address of each member to the businesses that publish and mail the chapter newsletter (should the time come when the newsletter would be contracted out). Removal of a member's name from this mailing list shall be done, in writing, by contacting the Chairman of Public Relations.

Satisfaction of the requirement to provide a copy of this Donor Privacy Policy to chapter members shall be met by providing a copy of the policy to each member.

Donations to Assistance League of Albuquerque

Any individual, corporation or business may make a contribution to Assistance League of Albuquerque. Donations may be monetary or in-kind.

A donation to Assistance League of Albuquerque may be restricted or unrestricted. Any restrictions shall be in writing. All restricted donations shall be used solely for the intended purpose and no other.

A letter to the donor shall be sent from Assistance League of Albuquerque acknowledging the contribution, the amount of the donation and any restrictions on the donation.

Upon receipt of the donation, Assistance League of Albuquerque shall send to the donor a copy of this Donor Privacy Policy. Accompanying the policy shall be a document for signatures. The document should be signed by the donor permitting or refusing release of the donor's personal information and/or amount, as well as any restrictions for use. The document should be dated and signed by a chapter representative. The wording in the document shall follow one of the two examples:

Assistance League of Albuquerque lists donor names and/or amounts in its publications such as *League Lites*, annual report, website, brochure, fact sheet, videos, and special events programs and publications. Please give full or partial permission to include your donation in publications of Assistance League of Albuquerque by selecting below: (these publications may be viewed prior to completing this portion by contacting Assistance League of Albuquerque).

_____ You may include only my name.

_____ You may include my name and donation amount.

_____ Do not include any of my information as I wish the donation to be anonymous.

Assistance League of Albuquerque may publish the names and/or amounts of a donation in such publications as *League Lites*, annual report, website, brochure, fact sheet, video, and special events programs and publications. If the donor does not wish to have the name and/or amount published, please check the corresponding box (provided on the document). These publications may be viewed prior to completing this portion by contacting Assistance League.

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.

The authorization to release or refuse the listing of the name and/or donation amount of the donor shall be in place for the fiscal year in which the donation is received. The donor may change the decision regarding the refusal to print the donor's name and/or amount, but may not change the decision regarding publishing once the donor's name and/or amount has been released.

Members of Assistance League of Albuquerque Board or committee members requiring access to the information may view the names of donors and the amounts of donations.

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 name 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 to Assistance League of Albuquerque. Within ten (10) days of the photograph being taken, and prior to release of the photograph and other identifying information, a copy of this Donor Privacy Policy shall be sent to a donor who has not given or implied consent. The

donor shall have ten (10) days from the date of the mailing of the policy to write to Assistance League of Albuquerque and ask that the photograph and the accompanying information not be released.

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 Assistance League of Albuquerque. Therefore, it is not necessary to provide a copy of the Donor Privacy Policy to those so appearing.

At all times a chapter member in attendance at any event sponsored by Assistance League of Albuquerque such as Operation School Bell[®], Conference, chapter networking, committee meetings, chapter visits or any fundraiser, that the member's name, and likeness may appear in the publications listed above in the General Statements section.

Record Keeping and Confidentiality

Assistance League of Albuquerque maintains all financial records, and the records subject to the terms hereof shall be kept confidential. Assistance League of Albuquerque shall keep all donor information in a secure location at the chapter office or such secure locations outside of the chapter office as deemed necessary and appropriate.

Members of the Assistance League of Albuquerque Board may view information concerning donations. The Board members and authorized staff members shall not disseminate this information for any reason without the prior written consent of the donor. Access by other authorized members of Assistance League of Albuquerque staff is set forth in this policy.

Assistance League of Albuquerque

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