



## **Assistance League® Antelope Valley DONOR PRIVACY POLICY 2016-2017**

Our Chapter Donor Privacy Policy shall set forth the duties and obligations of the chapter as it relates to the contribution of a donor.

Assistance League Antelope Valley 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 Antelope 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 donors' assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below.

Assistance League Antelope 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 Antelope Valley who are responsible for managing the business of the chapter.

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

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.

All records of donations to Assistance League Antelope Valley shall be maintained by the chapter 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.

Contact Information:

Assistance League Antelope Valley  
42544 10<sup>th</sup> Street West, Suite B  
Lancaster, CA 93534  
661/949-6790  
[www.alav.org](http://www.alav.org)

This policy reviewed by the Board of Assistance League Antelope Valley

Date: 5/18/16