

## **DONOR PRIVACY POLICY**

Bay Area Service League 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.

Bay area Service League does acknowledge donors by name and/or description of donation, after the donors have given their written permission, in certain printed material such as organization 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 organization at the address below.

Bay Area Service League will provide, at least annually, a means (such as a check-off box) for both new and continuing annual fundraising event donors to inform the organization 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 acknowledgment listings, in printed material, the donor's name and address will be made available only to members and/or staff of the organization who are responsible for managing the business of the corporation.

A printed copy of Bay Area Service League's Donor Privacy Policy will be mailed to a donor upon request and is also available on the corporation's website.

All records of donations to the organization 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 organization.

A donor's photograph will not be used at any time or in any organization publication without the donor's written consent. In the case of a minor, written permission will be obtained from the parent/guardian.

The organization operates the Bay Area Service League Resale Shop. The names of donors contributing to the shop are never made public without the donor's written permission.

The personal information of an organization member will not be shared without the written consent of the individual. Exceptions shall be those outlined in the Bay Area Service League Donor Privacy Policy, a copy of which is on file with the organization. Donations received by an organization member will be afforded the same considerations as stated in this policy. An organization member will receive a copy of this policy annually.

For more information, you may contact the organization at the

following address:

Bay Area Service League  
P. O. Box 591131  
Houston, TX 77259-1131  
281-554-2594  
[www.assistanceleague.org/bay-area](http://www.assistanceleague.org/bay-area)