

## **DONOR PRIVACY POLICY**

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

- Unless otherwise provided below, this **Donor Privacy Policy** shall be provided to any donor upon request.
- Assistance League of Riverside shall not sell or distribute 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.
- The donor's name and amount of donation may be listed in documents viewed by members and nonmembers including, but not limited to Assistance League of Riverside newsletters, community newsletters, annual reports, brochures, fact sheets, invitations, and event programs. A donor shall have the "Right to Refuse" the publishing of his/her name and/or amount of contribution. The following information shall be used on all donation requests:

### **Right to Refuse**

Assistance League of Riverside may publish donor names, photos, and/or donations in publications viewed by the community.

Please check any exceptions below.

(Sample publications may be viewed by contacting Assistance League of Riverside.)

\_\_\_\_\_ Do not use my: \_\_\_\_\_ name; \_\_\_\_\_ photograph; \_\_\_\_\_ donation.

\_\_\_\_\_ Do not use any of my information, as I wish to remain anonymous.

- The Right to Refuse need not be included on Thrift Shop donation receipts as the names of donors contributing to the Assistance League of Riverside Thrift Shop are never made public without the donor's written permission.
- When The Right to Refuse option is exercised, only Assistance League of Riverside Board members and committee chairmen requiring access to the information may view the names of donors and the amounts of donations, with clear instructions not to disseminate the information further.
- When an unsolicited gift is received, Assistance League of Riverside shall include Right to Refuse with the thank-you letter.
- A letter to the donor shall be sent from the chapter acknowledging the contribution, the amount of the donation, and any restrictions on the donation if appropriate.
- 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.
- **RECORDKEEPING AND CONFIDENTIALITY:** The chapter shall keep all donor information in a secure location at its office or such secure locations outside the office as deemed necessary and appropriate.

A printed copy of Assistance League of Riverside's Donor Privacy Policy will be mailed to donors upon request and is also available at the corporation's headquarters:

**Assistance League of Riverside**  
**3707 Sunnyside Drive/ Riverside, CA 92506**