

Assistance League® of Birmingham

Donor Privacy Policy

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

GENERAL STATEMENTS

- ◆ Unless otherwise provided below, this Donor Privacy Policy shall be provided to any donor upon request, or immediately upon receipt of a donation to Assistance League of Birmingham.
- ◆ Assistance League of Birmingham 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 Birmingham referred to in this document, shall include but not be limited to the following: newsletters, annual report, website, brochure, fundraising publicity, fact sheet and video.

DONATION TO ASSISTANCE LEAGUE OF BIRMINGHAM

- ◆ A donation to Assistance League of Birmingham may be restricted or unrestricted. Any restrictions shall be stated 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 Birmingham acknowledging the contribution, the amount of the donation and any restrictions on the donation. Accompanying the letter shall be a document for the donor to sign and date if they are refusing or restricting release of the donor's personal information and/or amount, as well as any restrictions for use.
- ◆ 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 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 Birmingham, the Board of Directors, committee chairmen or committee members requiring access to the information may view the names of donors and the amounts of donations.

CHAPTER MEMBERS

- ◆ When a chapter member pays dues, member information is added to the membership database. This information is also placed on the database of the national organization which is located on the national organization's website. Our chapter's database is viewable by password access by designated chapter members and by designated members of the national organization who shall include: President, Treasurer, Vice President Marketing, Executive Director Website Coordinator and members of the national office staff as well as employees of any firm engaged by the national organization to host the website. Each chapter's database is not viewable by any other individuals or by members of any other chapter.
- ◆ The national organization may provide, without prior approval, the name and address of each chapter member to the businesses that publish and mail the NewsLink and any other official publications of the national organization. Removal of a chapter member's name from this mailing list shall be done, in writing, by contacting the National Director of Public Relations. This request to be removed from the mailing list shall be permanent, as to all publications put out by the national organization, until such time as the chapter member permits the mailing of publications to the address listed in the database.

- ◆ 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 of the Assistance League of Birmingham chapter.

RIGHTS OF DONOR REGARDING PHOTOGRAPHS

- ◆ A donor's photograph will not be published in any publication 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 Birmingham. Within ten (10) days of the photograph being taken, and prior to release of the photograph and other identifying information, a copy of the 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 Birmingham 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 a group if the photograph is taken at any event sponsored by Assistance League of Birmingham. Therefore, it is not necessary to provide a copy of this Donor Privacy Policy to those so appearing.
- ◆ At all times a chapter member in attendance at any event sponsored by Assistance League of Birmingham, such as committee meetings, chapter events, socials or any fundraiser agrees that the member's name, chapter name and likeness may appear in the publications listed above in the General Statements section.

RECORD KEEPING AND CONFIDENTIALITY

- ◆ All financial records are maintained by the Treasurer.
- ◆ Members of the Assistance League of Birmingham Board, Grants Committee, Fundraising Committee, Clothe-a-Child Committee and the Finance Committee may view information concerning donations. These individuals shall not disseminate this information for any reason without the prior written consent of the donor. Access by other individuals is set forth in this policy.
- ◆ Assistance League of Birmingham shall keep all donor information in a secure location at its office and such secure locations outside of the national office as deemed necessary and appropriate.

Assistance League of Birmingham
1755 Oxmoor Road
Birmingham, Alabama 35209
205-807-5555 fax 205-879-8004 albhm@bellsouth.net www.assistanceleaguebhm.org