

Assistance League of  
**Capistrano Valley**

## **Donor Privacy Policy**

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

### **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 the chapter.
- Assistance League of Capistrano Valley shall not copy, reproduce, publish, post, distribute or sell the name, personal contact information or amount of donation to any individual or business without the written consent of the donor.
- Publications, promotional items and publicity of the chapter shall include, but not be limited to the following: Assistance League of Capistrano Valley Newsletter, Newslink, annual report, website, brochure, fact sheet and video.

### **Chapter Members**

- When a member pays dues, her information is added to the Membership Chairman's records. These records are available to the chapter board and not viewable by nonmembers.
- A copy of the Donor Privacy Policy is available to all members upon request to the treasurer or chapter president.

### **Donations to the Chapter**

1. Any individual, corporation or business may make a donation to Assistance League Capistrano Valley. Donations may be monetary or in-kind.
2. A donation to the chapter 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.
3. 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.

4. Upon receipt of the donation, the chapter shall send the donor a copy of this Donor Privacy Policy. Accompanying the policy shall be a document for the donor to sign and date permitting or refusing release of the donor's personal information and/or amount, as well as any restrictions for use. The wording in the letter shall be similar to the example given in National Assistance League's Donor Privacy Policy under SECTION 3A.
5. 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.
6. The authorization to release or refuse the listing of the name and/or donation amount shall be in place for the fiscal year in which the donation was made. 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 have been released.
7. Members requiring access to the information may view the names of donors and the amount of donations.

## **Rights of Donor Regarding Photos**

- A donor's photograph will not be used in a publication without his consent. Agreeing to appear in a photo will 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. Within 10 days of the photo being taken, and prior to its release and other identifying information, a copy of this Donor Privacy Policy shall be sent to the donor who has not given implied consent. The donor shall have 10 days from the date of the mailing to notify the chapter and ask that the photograph and 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 an event sponsored by the chapter. Therefore, it is not necessary to supply a copy of this policy to those so appearing.
- At all times, a chapter member in attendance at any event sponsored by National Assistance League or the chapter or any other chapter of National Assistance League agrees that the member's name and likeness may appear in the publications listed above in the General Statements section.

## Record Keeping and Confidentiality

- All financial records of the chapter are maintained by Assistance League of Capistrano Valley.
- Members of the Assistance League of Capistrano Valley board may view information concerning donations. These individuals shall not disseminate this information for any reason without prior written consent of the donor.
- Assistance League of Capistrano Valley shall keep all donors' information in a secure place as deemed necessary and appropriate.

## Donor Signature Form

The Assistance League of Capistrano Valley may list donor names and/or amounts in its publications such as Assistance League of Capistrano Valley Newsletter, Newslink, annual report, website, brochure, fact sheet and videos. Please give full or partial permission to include your donation in these publications of the chapter and national organization by selecting below:

You may include only my name

You may include my name and donation amount

Do not include any of my information as I want the donation to be anonymous

\_\_\_\_\_

Donor's Signature

\_\_\_\_\_

Date