DONOR PRIVACY POLICY

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

GENERAL STATEMENTS

1. Unless otherwise provided below, this Donor Privacy Policy shall be provided to any donor upon request.

2. Assistance League of Charlotte 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.

3. Publications, promotional items and publicity of Assistance League referred to in this document, shall include but not be limited to the following: newsletter, annual report, website, brochure, fundraising publicity, fact sheet and video.

CHAPTER MEMBERS

1. 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 Communications, 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.

2. 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 Marketing Communications. This request to remove from the mailing list shall be permanent, as to all publications put out by national, until such time as the chapter member permits the mailing of publications to the address listed in the database.

3. Members may request to have their name removed from the local chapter’s database and Newsletter list.

4. 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 Charlotte chapter. This may be satisfied by making the document available on request and presenting it to each new member at orientation.

**DONATIONS TO ASSISTANCE LEAGUE OF CHARLOTTE**

1. Any individual, corporation or business may make a donation to Assistance League of Charlotte. Donations may be monetary or in-kind.

2. A donation to Assistance League of Charlotte 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 Assistance League of Charlotte acknowledging the donation, the amount of the donation and any restrictions on the donation. The acknowledgement letter shall include a footnote with the following: Assistance League of Charlotte is a 501(c)(3) non-profit organization. Donations are tax deductible and benefit the philanthropic programs. Federal tax law requires us to inform you that no goods or services were provided in return for your contribution. Please retain this written acknowledgment of your donation for your tax records. In compliance with the Assistance League of Charlotte Donor Privacy Policy, please email info@charlotteassistanceleague.org, or write us at Assistance League of Charlotte, P.O. Box 471112, Charlotte, NC 28247 if you do not wish to be acknowledged publicly. A copy of the **Donor Privacy Policy** is available at [https://www.assistanceleague.org/charlotte/donate-now/](https://www.assistanceleague.org/charlotte/donate-now/).

4. 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.

5. 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.

**RIGHTS OF DONOR REGARDING PHOTOGRAPHS**

1. A donor’s photograph will not be published in any publications without the donor’s consent. Consent is supplied by completing the Assistance League of Charlotte Photo Release form.

2. 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 any event sponsored by Assistance League of Charlotte. Therefore, it is not necessary to provide a copy of this **Donor Privacy Policy** to those so appearing.
3. At all times a chapter member in attendance at any event sponsored by Assistance League of Charlotte, 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

1. All financial records are maintained by the chapter Treasurer.

2. Members of the Assistance League of Charlotte Board of Directors may view information concerning donations. These individuals shall not disseminate this information for any reason without the prior written consent of the donor.

3. The value of all donations is monitored and this information is kept confidential by the President, Treasurer, Assistant Treasurer, Vice President Fund Development, Donor Development Chair and Acknowledgement Team.

4. Assistance League of Charlotte shall keep all donor information in a secure location at its office or such secure locations outside the office as deemed necessary and appropriate.

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