Donor Privacy Policy

This document sets forth the policy that Assistance League of San Jose (chapter), 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, this Donor Privacy Policy shall be provided to any donor upon request, or immediately upon receipt of a donation to the chapter of $50 or more.
- The chapter 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 the chapter, referred to in this document, shall include but not be limited to the following: chapter newsletter, annual report, website, brochure, fact sheet, video, and press releases.

CHAPTER MEMBERS

- When a member pays annual dues, chapter members’ information is added to the membership database of the chapter. The chapter's roster containing name, address, phone number and e-mail address of each member is made available to each chapter member. The chapter's roster is not viewable by any other individuals or by members of any other organization.
- When the chapter pays per capita dues to the national organization, chapter members' information is added to the membership database of the national organization which is located on the national organization's website. Each 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. (Please see the Donor Privacy Policy of National Assistance League®.)
- Removal of a chapter member's name from the distribution list for the chapter's newsletter shall be done, in writing, by contacting the Chairman of Public Relations. This request to remove from the mailing list shall be permanent, as to all publications described in the General Statements section above, until such time as the chapter member permits the mailing of publications to the address listed in the database.
The chapter is required to provide a copy of this Donor Privacy Policy to all chapter members.

DONATIONS TO THE CHAPTER

Fundraising Event Donations

1. Any individual, corporation or business may make a donation by solicitation envelopes, or to any fundraising event of Assistance League of San Jose.

2. The name and category/amount of donation to the fundraiser may be listed in the event program or in documents viewed by members and nonmembers in such publications as are listed under the General Statements section above. A donor to a fundraising event shall have the right to refuse the publishing of the donor's name and/or amount of contribution. This shall be accomplished by one of the following ways:

   A. Either of the following are examples of statement that can be placed on the fundraiser form:

      * The chapter lists donor names and/or amounts in its event program or in its publications such as the chapter newsletter, annual report, website, brochure, fact sheet and videos. Please give full or partial permission to include your donation in publications of the chapter by selecting below: (These publications may be viewed prior to completing this portion by contacting the fundraiser chair.)
        ____ You may include only my name.
        ____ You may include my name and donation amount.
        ____ Do not include any of my information as I wish the donation to be anonymous.
      * The chapter may publish the names and/or amounts of a donation in the event program or in such publications as the chapter newsletter, annual report, website, brochure, fact sheet and videos. If the donor does not wish to have the name and/or amount published, please check the corresponding box (provided on document). These publications may be viewed prior to completing this portion by contacting the fundraiser chair.

   B. There shall be a place for the donor's signature and date of signing on the fundraiser form.

   C. As set forth above, the chapter is not required to send out an individual copy of this Donor Privacy Policy if the donor is a chapter member. However, when a nonmember of Assistance League individual or entity makes a donation to fundraiser, a complete copy of this policy will be provided when requested by the donor.

   D. When any donation to any chapter fundraiser is received without the fundraiser form or when the form's release of information section is not completed, the chapter shall send the donor a document requesting permission to release the donor's name and/or donation amount. The document may contain either of the paragraphs set forth above in Section 3.A. The donor shall sign and date the document, indicate wishes with respect to the donation and return the form to the chapter.

3. 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.
4. The authorization to release or refuse the listing of the name and/or donation amount of the donor to the fundraiser shall be in place for the fiscal year in which the donation is received and shall remain in effect for any publications that list donors to the fundraiser for the fiscal year in which the donation is made. Any donation made to the fundraiser in subsequent fiscal years shall require a new permission form to be signed.

5. Members of the chapter Board or the chapter's fundraising committee chairmen requiring access to the information may view the names of fundraiser donors and the amounts of donations.

• Other Donations to the Chapter

1. Any individual, corporation or business may make a contribution to the chapter. 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 to the donor 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 those set forth above under Section 3.A. The donor may request a copy of the chapter's Donor Privacy Policy.

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 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.

7. Members of the chapter Board, the committee chairmen or committee members requiring access to the information may view the names of donors and the amounts of donations.

RIGHTS OF DONOR REGARDING PHOTOGRAPHS

• A donor's photograph will not be used at any time or in any publications 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 the chapter. Within ten (10) days of the photograph being taken, and prior to release of the photograph and other identifying information, a copy of this 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 the chapter 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 group if the photograph is taken at any event sponsored by the chapter. Therefore, it is not necessary to provide a copy of this Donor Privacy Policy to those so appearing.

   RECORD KEEPING AND CONFIDENTIALITY

• All financial records are maintained by the chapter treasurer or designee.
• Members of the chapter Board 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.
• The chapter shall keep all donor information in a secure location as deemed necessary and appropriate.

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