



## Assistance League of Glendale Donor Privacy Policy

Assistance League of Glendale does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation of donor to any outside individual or business. Exceptions shall be those required by law, requested in grant applications or in connection with bank credit or debit card transactions that may be made without prior knowledge or consent of the donor.

Assistance League of Glendale does acknowledge donors by name and/or description of donation, after the donors have given their written permission, in certain printed material such as chapter newsletters, brochures, press releases, event invitations or programs, stationery, solicitation letters, the organization's website or other means of expressing appreciation for the donors' assistance. A donor wishing to view samples of these publications may do so by contacting the chapter at the address below.

Assistance League of Glendale will provide, at least annually, a means (such as a check-off box) for both new and continuing donors to inform the charity if they do not want their names acknowledged on any of the printed material mentioned above. 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.

If a donor chooses to opt out of any acknowledgement listings in printed material, the donor's name and address will be made available only to members and/or staff of Assistance League of Glendale who are responsible for managing the business of the chapter.

A printed copy of Assistance League of Glendale's Donor Privacy Policy will be mailed to a donor upon request and is also available on the chapter's website ([www.alglendale.org](http://www.alglendale.org)).

All records of donations to Assistance League of Glendale shall be maintained by the chapter according to the applicable standards of record retention in effect at the time of the donation. All records will be maintained in a secure location of the chapter.

Assistance League of Glendale operates a thrift shop, Thrift Alley. The names of donors contributing to the thrift shop are never made public without the donor's written permission.

A donor's photograph will not be used at any time or in any chapter publication without the donor's written consent. In the case of a minor, written permission will be obtained from the parent/guardian.

The personal information of a chapter member will not be shared without the written consent of the individual. Exceptions shall be those set forth in the **National Assistance League® Donor Privacy Policy**, a copy of which is on file with the chapter. Donations received by a chapter member will be afforded the same considerations as stated in this policy. A chapter member will receive a copy of this policy annually.

### Assistance League of Glendale

314 E. Harvard St. Glendale, CA 91205

Mailing Address:

P.O. Box 10608 Glendale, CA 91209-3608

(818) 247-4296 Fax: (818) 247-4451

[www.alglendale.org](http://www.alglendale.org)

This policy was last approved on August 2015