

**DONOR PRIVACY POLICY**  
Assistance League® of Santa Barbara

This document sets forth the policy that Assistance League of Santa Barbara (ALSB) shall follow with respect to the contributions and privacy rights of donors as well as the responsibilities of ALSB.

General Statements:

ALSB's **Statement of Donor Privacy** and **Donor Release Form** will be provided to a donor immediately upon receipt of a donation. The more detailed ALSB **Donor Privacy Policy** will be provided to any donor upon request..

ALSB 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 ALSB, referred to in this document, shall include but not be limited to the following: newsletters, brochures, event programs, web site, annual report and videos.

Chapter Members:

Chapter's membership list, including members' names, addresses, phone numbers, FAX numbers, and e-mail addresses, is the property of ALSB and shall not be sold, traded or shared outside of ALSB members.

Satisfaction of the requirement to provide a copy of this **Donor Privacy Policy** to ALSB members will be met by publishing it in the **ALSB Roster**, updated annually. Chapter members will be advised immediately, in writing, of any changes to the policy.

Donations to Assistance League of Santa Barbara:

Any individual, corporation or business may make a contribution to ALSB. Donations may be monetary or in-kind.

A donation to ALSB may be restricted or unrestricted. Any restrictions shall be in writing. All restricted donations shall be used solely for the intended purposes and no other.

A letter to the donor shall be sent from ALSB acknowledging the contribution, the amount of the donation and any restrictions on the donation.

Accompanying the donor acknowledgement letter, ALSB may send a Statement of Donor Privacy and Donor Release Form.

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 release or refuse the listing of the name and/or donation amount of the donor shall be in place permanently. 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 ALSB Board, committee chairmen or committee members requiring access to the information may view the names of donors and the amounts of donations.

Rights of Donors 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 contrition given to ALSB. Within ten (10) days of the photograph being taken, and prior to release of the photograph and other identifying information, a copy of the Statement of Donor Privacy 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 ALSB 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 ALSB. Therefore, it is not necessary to provide a copy of the **Statement of Donor Privacy** to those so appearing.

At all times a chapter member in attendance at any event sponsored by ALSB, such as regular meetings, committee meetings, or fund raising events agrees that the member's name may appear in the publications listed above in the General Statements section

Record Keeping and Confidentiality:

All financial records are maintained by ALSB.

Members of the ALSB Board, Finance Committee, and Resource Development 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.

The Corresponding Secretary shall keep all donor information in a secure location at the chapter office or such secure locations outside of the ALSB office as deemed necessary and appropriate.