



Assistance League® of the Eastside
DONOR PRIVACY POLICY

Assistance League of the Eastside does not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation or 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.

The Chapter acknowledges donors by name and/or description of donation, after the donors have given their permission, in certain printed material such as chapter newsletters, brochures, press releases, annual reports, 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.

The Chapter 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 of the Chapter who are responsible for managing the business of the chapter.

A printed copy of the Chapter's Donor Privacy Policy will be mailed to a donor upon request and is also available on the Chapter's website: <http://www.aleastside.org/>

All records of donations to the Chapter 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.

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.

All Chapter member donations are subject to the Chapter's Donor Privacy Policy, which is available upon request and is also available on the Chapter's website: <http://www.aleastside.org/>.

For further assistance or have any questions, please contact the chapter as follows:

Assistance League of the Eastside

PMB 291C

16541 Redmond Way

Redmond, WA 98052-4482

(425) 556-5106

Email: info@aleastside.org