

## **Organizational Governance, Policy: 10 – Donor Privacy**

### **I. POLICY**

Link Associates is a nonprofit agency committed to providing services to persons with intellectual disabilities. All donations solicited on behalf of the agency shall be used to further this mission and follow the policies and procedures outlined below.

### **II. PROCEDURE**

- A. Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with Link Associates who wish to solicit funds on behalf of the agency must acquire written permission from the Executive Director of Link Associates prior to beginning any fundraising activities.
- B. Any information supplied to Link Associates by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information.
- C. All requests to remain anonymous shall be honored.
- D. Link Associates does not sell or share donor lists.
- E. Donors who supply Link Associates with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events.
- F. Donors may request to be permanently removed from Link Associate's mailing list by contacting us via email, phone or postal mail. All requests to be removed from Link Associate's mailing list shall be honored.
- G. Donors who supply Link Associates with their telephone number shall only be contacted by telephone regarding donations they have made.