

ART WORKS
MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS

POLICY 013

DISCONTINUING CONTACT UPON REQUEST

I. PURPOSE

It is the policy of Art Works to discontinue contacting any person, in any format, upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent. Art Works shall maintain a record of all requests by persons who indicate to Art Works, its professional fundraiser, and other agents, that they do not wish to be contacted by, or on behalf of, Art Works.

II. LIMITATION

This policy does not prohibit contact by Art Works that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list". Contact by Art Works that is solicited by a person whose name appears on the "do not contact" list shall be limited to providing a direct response to the person's inquiry and shall not cause the person's name to be removed from the "do not contact" list.

III. PROCEDURE

Upon a person's (or a person's authorized representative's) request that Art Works discontinue further contact, the person's name and address will be promptly removed from Art Works' database or modified to insure that no further contact is made with the person. Art Works will also take steps to insure that the person's name is removed from any external databases or records under Art Works' control.

IV. PERMANENT RECORD

Art Works will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Art Works' board of directors. Oral requests will be recorded in writing by the staff of Art Works and maintained with the written requests. The records of persons who have made such a request will be maintained by Art Works to the extent necessary for legal or liability purposes.

ADOPTED BY THE BOARD: 11/27/2018

EFFECTIVE DATE: 11/27/2018