



DONOR PRIVACY POLICY

Assistance League of Greater Cincinnati (ALGC) will not copy, reproduce, publish, post, distribute, share or sell, the name, personal contact information or description of donation of a 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.

ALGC may 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, 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 ALGC at the address below.

ALGC will provide, annually, a means 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 ALGC who are responsible for managing the business of ALGC.

A printed copy of ALGC's Donor Privacy Policy will be mailed to a donor upon request.

All donation records shall be maintained by ALGC 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.

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 from a chapter member will be afforded the same considerations as stated in this policy. A chapter member will receive a copy of this policy upon initial publication and when the policy is amended, modified or revised.

Assistance League of Greater Cincinnati

1057 Meta Drive

Cincinnati, OH 45237

Phone: 513-221-4447

email: information@alcincinnati.org

www.assistanceleaguecincinnati.org