



POLICY ON DISCONTINUING CONTACT UPON REQUEST¹

1. Policy: It is the policy of St. Cloud Municipal Band ("SCMB") to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

SCMB shall maintain a record of all requests by persons who indicate to SCMB, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of SCMB.

2. Limitation: This policy does not prohibit contact by SCMB 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 SCMB that is solicited by a person whose name appears on "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.

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

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

Adopted by majority of the board of directors of SCMB this [__ day of _____, 20__].

Signed: _____

[_____] , Secretary
[Full name of Organization]

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¹ Based on template provided by Charities Review Council. Document accepted by SCMB on 13 April 2015. The donor privacy policy can be found on the website: www.scmunicipalband.org, under the BOARD tab.