



## **POLICY ON DISCONTINUING CONTACT UPON REQUEST**

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

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

2. Limitation: This policy does not prohibit contact by Camp Fire 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 Camp Fire 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 Camp Fire discontinue further contacts, the person's name and address will be promptly removed from Camp Fire's database or modified to insure that no further contact is made with the person. Camp Fire will also take steps to insure that the person's name is removed from any external databases or records under Camp Fire's control.

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