

TEXTILE CENTER
POLICY ON DISCONTINUING
CONTACT UPON REQUEST

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

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

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

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

Signed: _____ Date _____

_____, Executive Director
Textile Center of Minnesota