

# *White Bear Lake Area Historical Society* **POLICY ON DISCONTINUING CONTACT UPON REQUEST**

1. Policy: It is the policy of White Bear Lake Area Historical Society ("WBLAHS") to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

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

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

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

Adopted by majority of the board of directors of WBLAHS this [\_\_ day of \_\_\_\_\_, 20\_\_].

Signed: \_\_\_\_\_

[\_\_\_\_\_] , Secretary  
White Bear Lake Area Historical Society