

In Progress

Discontinuing Contact Upon Request Policy

It is the policy of In Progress to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

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

Limitation

This policy does not prohibit contact by In Progress 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 In Progress 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.

Procedure

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

Permanent Record

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

Approved by Special Resolution 2014 - 001 on February 15, 2014