



...TRANSITIONS DOGS AND CATS TO LOVING HOMES, SERVES AS A COMMUNITY RESOURCE, AND ADVOCATES FOR  
KIND, RESPONSIBLE PET CARE.

## **Discontinuing Contact upon Request Policy**

It is the policy of Great River Rescue to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent. Great River Rescue shall maintain a record of all requests by persons who indicate to Great River Rescue, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of Great River Rescue.

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

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