

The Friends of the Minnesota Sinfonia

**POLICY ON DISCONTINUING
CONTACT UPON REQUEST**

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

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

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

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

Adopted by majority of the board of directors of The Friends of the Minnesota Sinfonia
this 28th day of November, 2007.

Signed: _____

[_____], Secretary

The Friends of the Minnesota Sinfonia

The Minnesota Sinfonia does not share, trade or sell its mailing or donor's list with any outside organization.