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## DISCONTINUING CONTACT UPON REQUEST POLICY

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CommonBond Communities is committed to respecting the privacy of donors and keeps donor information confidential as detailed in the Association of Fundraising Professionals' *Code of Ethical Standards* and *The Donor Bill of Rights*.

CommonBond will discontinue or change the method used to contact any person upon that person's oral or written request within two business days. Resource Development will maintain a record of all requests by persons who indicate that they do not wish to be contacted by or on behalf of CommonBond Communities. Preferences will be noted in the donor database.

In rare cases, a supporter or prospective supporter will still receive a mailing or communication if the piece has already been sent to an external mail house. However, every attempt will be made to honor the wishes of the supporter as soon as possible.

CommonBond will maintain these records to the extent necessary for legal or liability purposes.

Questions or concerns about CommonBond's Donor Privacy and Discontinuing Contact Policy and Procedure should be directed to the Database Administrator, Stefanie Otteson, at 651-290-6229 or [stefanie.otteson@commonbond.org](mailto:stefanie.otteson@commonbond.org).