

DISCONTINUE CONTACT POLICY UPON REQUEST

1. Policy: It is the policy of Faith's Lodge to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent. Faith's Lodge shall maintain a record of all requests by persons who indicate to Faith's Lodge, its professional fundraiser, and other agents, that they do not wish to be contacted by or on behalf of Faith's Lodge.
2. Limitation: Contact by Faith's Lodge 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 Faith's Lodge discontinue further contacts, the person's name and address will be promptly removed from Faith's Lodge database or modified to insure that no further contact is made with the person. Faith's Lodge will also take steps to insure that the person's name is removed from any external databases or records under Faith's Lodge's control, with the exception of social networking sites, which must be done by the person.
4. Permanent Record: Faith's Lodge will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Faith's Lodge's board of directors. Oral requests will be recorded in writing by the staff of Faith's Lodge and maintained with the written requests. The records of persons who have made such a request will be maintained by Faith's Lodge to the extent necessary for legal or liability purposes.

Adopted by majority of the board of directors of Faith's Lodge on April 10, 2012.