



Tasks Unlimited Donor Privacy and Discontinue Contact Policy

Tasks Unlimited welcomes and seeks philanthropic support from individuals, foundations, corporations, religious organizations and other institutions to further our charitable mission. We respect the privacy of our donors and have put in place a Donor Privacy and Discontinue Contact Policy to honor that privacy. This policy applies to Tasks Unlimited and all of its subsidiaries.

Donor Information

Tasks Unlimited collects and maintains donor information when it is voluntarily provided to us through individuals making a donation, completing sign-up forms (online and print), attending events, and in phone, email or in person communication. Types of information collected are:

- Contact information such as name, address, telephone number and email address
- Giving information
- Information on events attended, phone calls and in person visits, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions
- Information provided by the donor about their affiliations and relationships with other individuals or groups

Tasks Unlimited uses donor information to process and acknowledge donations and comply with IRS regulations, to understand donors' interests in our mission and to update them on the organization's plans and activities, to analyze overall giving patterns in order to make more accurate budget projections, and to solicit additional financial and volunteer support. We may also use selected information for purposes of referral, testimonial, or example if a donor grants permission. Tasks Unlimited also acknowledges donors by categories of giving level in our printed and online annual report, unless a donor has requested to remain anonymous.

Tasks Unlimited will keep confidential all information obtained about donors and prospective donors and specific gift arrangements regardless of whether or not a gift is made. This information is shared only on a confidential and need-to-know basis with staff, board members, volunteers and consultants involved in fundraising. Those who are given access to this information must first review Tasks Unlimited's donor privacy policy.

List Sharing

Tasks Unlimited will not sell, rent, trade or otherwise authorize the use of its donor information to any individual or organization.

Correcting Inaccurate Information Upon Request

To correct inaccurate information, please contact by phone, email or mail:

Dana Hays, Development Director

dhays@tasksunlimited.org

Office: 612-767-2091 General: 612-871-3320

2419 Nicollet Ave. S.; Minneapolis MN 55404

Discontinuing Contact Upon Request

It is Tasks Unlimited's policy to communicate with donors according to their expressed preferences whenever possible. Tasks Unlimited will take active measures to discontinue or change the method used to contact any person upon that person's oral or written request directed to Tasks Unlimited, its professional fundraiser, or other agent.

Tasks Unlimited will maintain a record of all requests by persons who indicate to Tasks Unlimited, any professional fundraisers we may employ, or any other agent, that they do not wish to be contacted by or on behalf of Tasks Unlimited.

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

Permanent Record: Tasks Unlimited will maintain an electronic record of all requests for discontinuance of contacts. Oral requests will be noted in writing by the staff of Tasks Unlimited and then permanently recorded in the electronic database. The records of persons who have made such a request will be maintained by Tasks Unlimited to the extent necessary for legal or liability purposes.

To make a request to discontinue or change the method used to contact yourself or a person for whom you are an authorized representative, please send an oral or written request to:

Dana Hays, Development Director

dhays@tasksunlimited.org

Office: 612-767-2091 General: 612-871-3320

2419 Nicollet Ave. S.; Minneapolis MN 55404

Donor Bill of Rights

Tasks Unlimited subscribes to the Donor Bill of Rights (<https://afpglobal.org/donor-bill-rights>), which was created by the Association of Fundraising Professionals, the Association for Healthcare Philanthropy, the Council for Advancement and Support of Education, and the Giving Institute: Leading Consultants to Non-Profits.

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.