



# STANDPOINT

Attorneys & advocates against domestic & sexual violence

## **Policy on Discontinuing Contact Upon Request**

### **POLICY**

It is the policy of Battered Women's Legal Advocacy Project DBA Standpoint to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

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

### **LIMITATION**

This policy does not prohibit contact by Standpoint that is solicited by a person or a person's representative, even if that person or their representative has requested to be placed on the "do not contact" list. Contact by Standpoint that is solicited by a person whose name appears on the "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 Standpoint discontinue further contact, the person's name and address will be promptly removed from Standpoint's database or modified to ensure that no further contact is made with the person. Standpoint will also take steps to ensure that the person's name is removed from any external databases or records under the Standpoint's control.

### **RECORD**

Effective with the adoption of this policy by its board of directors, Standpoint will keep a record of all requests for discontinuance of contacts through its contact management system. The records of persons who have made such a request will be maintained by Standpoint to the extent necessary for legal or liability purposes.

Adopted this 28th day of July, 2020 pursuant to a vote of the Board of Directors of Battered Women's Legal Advocacy Project DBA Standpoint.