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## **DISCONTINUING CONTACT UPON REQUEST POLICY**

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It is the policy of CommonBond Communities to discontinue or change the method used to contact any person upon that person's oral or written request directed to the organization. The Discontinuing Contact Upon Request Policy applies to all donors and/or prospective donors and volunteers of CommonBond Communities.

Upon a person's request that CommonBond discontinue further contacts, the person's name and address will be promptly modified in CommonBond's donor database to ensure that no further contact is made with the person. CommonBond Communities will maintain a record of all requests for discontinuance of contacts within the donor database. Oral requests will be recorded in writing by the staff of CommonBond and maintained with the written requests. The records of persons who have made such a request will be maintained by CommonBond to the extent necessary for legal or liability purposes.

Questions or concerns about CommonBond's donor privacy policy should be directed to the Database Administrator, Chris Berry, at 651-265-4727 or [chris.berry@commonbond.org](mailto:chris.berry@commonbond.org).