



Community Ecology Institute

DISCONTINUE CONTACT POLICY UPON REQUEST

1. Policy: It is the policy of the Community Ecology Institute (CEI) to immediately discontinue contacting any person upon that person's oral or written request directed to the organization or its representative agent (i.e. professional fundraiser).
2. Limitation: Contact by CEI 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 CEI discontinue further contacts, the person's name and address will be promptly removed from CEI's database or modified to insure that no further contact is made with the person. CEI will also take steps to insure that the person's name is removed from any external databases or records under CEI's control, with the exception of social networking sites, which must be done by the person.
4. Permanent Record: CEI will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by CEI's board of directors. Oral requests will be recorded in writing by the staff of CEI and maintained with the written requests. The records of persons who have made such a request will be maintained by CEI to the extent necessary for legal or liability purposes.

CEI welcomes comments and questions about this policy. We are committed to protecting your personal information, and will make every reasonable effort to keep that information secure. Changes to this privacy policy will be reflected on the date the document is updated. Please feel free to contact us with any comments or questions: info@communityecologyinstitute.org TEL: 443-832-3824.