



POLICY ON DISCONTINUING CONTACT UPON REQUEST

1. Policy: It is the policy of Simpson Housing Services, Inc. to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

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

2. Limitation: This policy does not prohibit contact by Simpson Housing Services, Inc. that is solicited by a person or a person's representative, even if the person or his/her representative have requested to be placed on the "do not contact list." Contact by Simpson Housing Services, Inc. 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 Simpson Housing Services, Inc. discontinue further contacts, the person's name and address will be promptly removed from Simpson Housing Services, Inc. database or modified to insure that no further contact is made with the person. Simpson Housing Services, Inc. will also take steps to insure that the person's name is removed from any external databases or records under Simpson Housing Services, Inc. control.

4. Permanent Record: Simpson Housing Services, Inc. will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by Simpson Housing Services, Inc. board of directors. Oral requests will be recorded in writing by the staff of Simpson Housing Services, Inc. and maintained with the written requests. Simpson Housing Services, Inc. will maintain the records of persons who have made such a request to the extent necessary for legal or liability purposes.

Adopted by the Executive Committee on behalf the Board of Directors of Simpson Housing Services, Inc. on this 15th day of March 2016.

Signed:

Lori Wall, Chair
Simpson Housing Services, Inc.