



Providing Advocacy and Capital for the Advancement of Architecture in Minnesota

Discontinue Contact Policy

(Adopted July 2016)

1. Policy

It is the policy of the Minnesota Architectural Foundation (MAF) to discontinue contacting any person upon that person's oral or written request directed to the organization.

MAF shall maintain a record of all requests by persons who indicate to MAF, that they do not wish to be contacted by or on behalf of MAF.

2. Limitation

This policy does not prohibit contact by MAF 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 MAF 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 MAF discontinue further contacts, the person's name and address will be promptly removed from MAF's database or modified to insure that no further contact is made with the person. MAF will also take steps to insure that the person's name is removed from any external databases or records under MAF's control.

4. Permanent Record

MAF will maintain a record of all requests for discontinuance of contacts, effective with the adoption of this policy by MAF's Board of Directors. Oral requests will be recorded in writing by the AIA Minnesota employees who provide staff support to MAF and maintained with the written requests. The records of persons who have made such a request will be maintained by MAF to the extent necessary for legal or liability purposes.

Adopted by majority of the board of directors of Minnesota Architectural Foundation this 26th day of July, 2016.

Matthew Kreilich, AIA
Secretary, Minnesota Architectural Foundation