

California Educational Research Association (CERA)
POLICY ON DISCONTINUING CONTACT UPON REQUEST

1. Policy: It is the policy of the California Educational Research Association ("CERA") to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

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

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

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

Adopted by majority of the board of directors of CERA this __ day of _____, 20__.

Signed: _____

Rachel Perry, Secretary
California Educational Research Association