



**UTAH HUMANITIES**

Ideas in Action

# Mailing List Exchange Policy Statement

---

Mailing List Exchange Policy Statement  
October 5, 1999 (updated January 2010)

Out of concern for sensitive issues of confidentiality and operating within federal nonprofit laws and regulations, the Utah Humanities adopts a mailing list policy that directs the exchange of names and addresses as follows:

## **Utah Humanities**

- Upon request, Utah Humanities may give part of its mailing list directly to a mailing house for a one time use, excluding current donors and potential donors. Lists requests will be considered from organizations whose mission advances the humanities, or contributes to Utah's cultural community.
- In fulfillment of an exchange agreement with another organization whose mission advances the humanities, or contributes to Utah's cultural community, Utah Humanities may give part of its mailing list directly to a mailing house for one time use, excluding current donors and potential donors.
- Credit needs to be given to Utah Humanities Council for our assistance in print or on the organization's website.
- All mailing lists are subject to further revision based on input from Utah Humanities staff.

## **Under no circumstances may Utah Humanities...**

- Give the names of any of our current or prospective donors;
- Give the names from our database directly to any organization. All mailing lists
- Will be sent directly to the mailing house for a one time use;
- Give or sell any portion of Utah Humanities mailing list to any profit-making entity,
- Provide names and addresses of individuals who have requested anonymity or
- Asked that their information not be shared;
- Provide any portion of Utah Humanities mailing list for use by any politically affiliated
- Group or organization; and
- Otherwise carry out a mailing list exchange agreement or provide its mailing list

- To another entity that may jeopardize its 501(c)(3) nonprofit status, or
- Sell or lease its list of Combined Federal Campaign contributors