



Privacy Policy

DONORS

We will never publish, sell, trade, rent or share names of donors (unless released for publication); e-mail or mail addresses; or telephone numbers of our donors. The AWLA will use contact information (e-mail, telephone number and address) of donors only for the following purposes:

- Distribute receipts for donations;
- Thank donors for their donation by phone, mail, or email performed by a staff person or development volunteer;
- Inform donors about upcoming fundraising and other AWLA activities, which they can opt out of by contacting us;
- Internal analysis and record keeping;
- Reporting to relevant U.S. and State agencies (these reports are not for public inspection);
- Contact donors about changes to this policy.

We publicly thank donors who have reached our Vola Lawson Advocate level of support or above in our newsletters and annual reports. Donors at our highest levels will also be listed in our lobby, handouts about our appreciation program and emails of appreciation to our supporters.

Donors who do not want to be publicly appreciated should contact our Development office to request that their donation be listed as anonymous.

Comments given in donor forms are published in public lists and may be used in promotional materials. Donations of \$250 or more "in honor of" and "in memory of" a specific person/animal will be acknowledged in our newsletter with the donor's name, person/animal memorialized/honored and any short comment included with the donation.

ANIMAL OWNER INFORMATION

The AWLA does not publish, sell, trade, rent or share names of animal owners (unless released for publication); e-mail or mail addresses; or telephone numbers of our donors. The AWLA will use contact information (e-mail, telephone number and address) of adopters only for the following purposes:

- Follow up via email or phone about adopted animals and provide guidance and helpful tips;
- Inform adopters about upcoming fundraising and other AWLA activities, which they can opt out of by contacting us;
- Internal analysis and record keeping;
- Reporting to relevant State agencies (these reports are not for public inspection).

Under §3.2-6557(B), an "animal control officer, law-enforcement officer, humane investigator or custodian of any pound or animal shelter, upon taking custody of any animal in the course of his official duties, or any representative of a humane society, upon obtaining custody of any animal on behalf of the society, shall immediately make a record of the matter." [1] That record must include:

1. The date on which the animal was taken into custody;
2. The date of the making of the record;
3. A description of the animal including the animal's species, color, breed, sex, approximate age and approximate weight;
4. The reason for taking custody of the animal and the location where custody was taken;

Privacy Policy (cont.)

5. The name and address of the animal's owner, if known;
6. Any license or rabies tag, tattoo, collar or other identification number carried by or appearing on the animal; and
7. The disposition of the animal.

This record must be maintained for at least five years, and "shall be available for public inspection upon request. A summary of such records shall be submitted annually to the State Veterinarian in a format prescribed by him." Id. at § 3.2-6557(B).

Once AWLA collects this information, however, Section 3.2-6557(B) requires that AWLA make it available for public inspection. There is no exception provided in 3.2-6557(B) that would allow AWLA to redact the information in order to protect an animal owner's privacy and, to date, we have found no other statutory or regulatory provision that would allow such redaction.

Information on animal owners in the dog/cat licensing program is maintained by PetData and is overseen by the City of Alexandria.

We do not collect personal information from shelter visitors, and therefore do not publish, sell, trade, rent or share shelter visitor information to third parties.

DIGITAL

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect online.