

Policy on Discontinuing Contact Upon Request

Last Updated: 10/11/19

It is Reach for Resources Inc.'s ("our," "we," or "us") policy to discontinue contacting you upon your oral or written request directed to us or any of our employees. We shall maintain a record of all requests by persons who indicate to us that they do not wish to be contacted by or on behalf of us.

Limitation

This policy does not prohibit contact by us that is solicited by you or your representative, even if you or your representative have requested that you be placed on our "do not contact" list. Contact by us that is solicited by you, if you are on our "do not contact" list, shall be limited to providing a direct response to your inquiry and shall not cause your name to be removed from our "do not contact" list.

Procedure

We respect your privacy and recognize that you may wish to limit the ways in which we contact you. All of our email correspondence through our email service provider, Mailchimp, contains an "Unsubscribe" link on the footer of the message that you can use to manage your communications from us.

You may also send an email to info@reachforresources.org to change your communication preferences. When doing so, please include the following information:

- To remove your name from Reach for Resources postal mailing list, please provide your full name and mailing address with the request for the type(s) of removal.
- To remove your name from Reach for Resources emails, please provide your full name and email address with the request for the type(s) of removal.
- To review or correct your personal information, please provide your full name and mailing address, and an explanation of needed updates.

You may also call 952-200-3030 to make us aware of your wish to no longer be contacted by us. Upon your request, your record will be promptly modified in our database to ensure that no further contact is made with you.

Permanent Record

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