

## **ARWA PRIVACY POLICY**

### **25. PRIVACY POLICY**

- 25.01. The privacy of ARWA members is important to ARWA. ARWA shall protect any personal information provided by its members and shall limit the use, disclosure and retention of personal information to that which is necessary for the organization's purposes. Upon joining, members of ARWA shall be made aware of the Membership and Privacy Policies of the organization and shall sign a consent form accepting the Policies and Bylaws governing use of personal information as a term of membership.
- 25.02. Membership information collected by ARWA shall be used to disseminate information regarding ARWA events and programs and in delivery of the newsletter. ARWA will not sell, trade, share, loan or otherwise provide any personal information gathered as a result of membership in ARWA to any parties outside the organization except where required by law.
- 25.03. ARWA shall strive to maintain accurate and updated membership records, but it shall be the responsibility of the individual member to apprise the Membership Chair of any changes or corrections in personal information. Updates shall be made in writing, by email or fax as soon as such changes are in effect.
- 25.04. The Board of Directors shall have access to the full member information for the purposes stated above in Policies 25.01 and 25.02. Requests to withdraw consent for use, disclosure and retention of personal information shall be made in writing to the Board of Directors and may require proof of identity. Withdrawal of consent may result in restricted membership benefits.
- 25.05. Since networking is one of the primary purposes of ARWA, a membership list with name, address, phone and email is distributed to members twice yearly as per Policies 8.01 through 8.03. Exclusive of information required by Bylaw 2.05, a member may request the exclusion of specific information from this distribution list. Such requests shall be made to the Membership chair in writing, by email or fax.
- 25.06. Member information gathered by ARWA shall remain as part of the archival records of the organization when a membership lapses. ARWA shall maintain use of this information for a minimum of one year in order to disseminate informational updates to former members. An individual may be removed from the contact list upon written request to the Board of Directors. A former member wishing to remain on ARWA's contact list may update any personal information, and such information shall be bound by the Privacy Policies of the organization.
- 25.07. Personal information provided to ARWA by an individual who is not a member of ARWA but who attends an ARWA sponsored event shall be governed by the same policies as that of members.
- 25.08. ARWA recognizes the responsibility for personal information under its control. At the first board meeting after each election, the Board of Directors shall appoint an elected Board member to act as a Privacy Officer. The Privacy Officer shall oversee and insure the compliance of ARWA's Privacy Policies.
- 25.09. Any member with questions or concerns about any aspect of use of private information may contact the Privacy Officer in person or in writing. The Privacy Officer may seek external advice before responding to any questions.

## **MEMBERSHIP POLICY**

### **8. MEMBERSHIP LIST**

- 8.01. A complete and current membership list shall be maintained by the Membership chair and shall be made available to all Board members as changes occur.
- 8.02. An updated membership list shall be distributed twice a year. This list shall be for member use only.
- 8.03. The ARWA membership list is confidential and may not be used for solicitation, commercial purposes, or any other unauthorized purposes.

## **BYLAW 2.05**

### **2.05.1 Membership Register**

The Association shall keep a complete register of the members containing the names, addresses and class of membership.

2.05.2 The Association shall permit a member to inspect the register without payment of fee.

2.05.3 The Association shall, within reasonable time, provide to any member a copy of the register for a sum not exceeding two dollars (\$2.00).