



APPROVED

## Board Policy: Member Privacy

### **Policy Statement**

It is the policy of The Mountaineers to protect personal information received from individuals so it is only used for organizational purposes with individual consent.

### **Application**

1. The Mountaineers staff may communicate with members by mailing and emailing lists. Members may opt out of receiving these communications. Note that if a member “unsubscribes” from all publications, the member will not receive any e-ballots for elections, bylaws updates, etc.
2. Mailing or emailing lists obtained directly from The Mountaineers database may not be used to influence elections or other member-based decisions.
3. Members’ contact information and profile information including, but not limited to, mailing addresses, email addresses, and phone numbers, shall not be shared with other organizations except to facilitate Mountaineers-related activities and member benefits.
4. Members’ profile information shall never be made available to the general public on The Mountaineers website.
5. Members shall respect the wishes of members who do not want to receive phone calls, letters, or email messages from them.
6. Payment information, such as credit card numbers, shall only be used by the staff for processing payments for membership, products, courses and activities, and will never be disclosed for any other purpose. This information shall be protected by industry-standard methods.

### Public vs Private Profile Options

Members may opt to have their online profile either public or private. When made public, members are consenting to share their email address and profile information with other members. When members opt to make their profile private, their email address and profile information will not be viewable to other members, but leaders and staff of The Mountaineers can still access this information. Participant *names*



only (if marked private), without contact information, will be visible to other members who are also participating in the same activity. Regardless of the public or private status of members' profiles, members' contact information is still viewable to leaders of trips they are signed up for and to staff (see item no.1 below).

#### Members Participating in Mountaineers Activities

1. When members participate in Mountaineers activities, leaders organizing the activity will have access to their contact info via the participant roster and may use this information for the purposes of communicating with participants. By signing up for an activity, such as a course, trip, or lodging, members accept this use of their contact info.
2. Leaders shall refer to the "profile" column on the participant roster to verify whether a member has a public or private profile.
3. Leaders and staff shall not share member contact info with other members participating in the same activity when that member has opted to make their profile private. This includes using the bcc field when emailing participants to avoid sharing participants' emails with other participants.

**Policy Owner:** Chief Executive Officer