

**Member Privacy (414)****Policy Statement**

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

**Application**

1. Club Staff, Mountaineers Books, and the Mountaineers Foundation may use the member mailing and e-mailing lists for communication with members. Members may opt-out of receiving these communications.
2. Personal information, including, but not limited to mailing addresses, e-mail addresses, and phone numbers may not be shared with other organizations.
3. Personal contact and demographic information may be shared with members who are organizing club activities. Members accept this use when they sign up for an activity such as a course, trip, or lodging. Members receiving this information are responsible for using it only for club purposes.
4. A roster with member contact information, membership date, courses completed, and awards received may be made available to members only. Members may opt-out of having their information in the roster.
5. Members shall respect the wishes of members who do not want to receive phone calls, letters, or e-mail messages from them.
6. Mailing or e-mailing lists obtained directly from the roster or club database may not be used for promoting positions on elections, policies, or other club decisions.
7. Payment information, such as credit card numbers, shall only be used by the staff for processing payments for membership, products, and activities, and shall not be disclosed for any other purpose. This information shall be protected by industry-standard methods.
8. With the approval of the Executive Director, club staff may use the member mailing and e-mailing lists for communications with members on behalf of like-minded organizations. These communications will only be sent to members who opt-in for receiving these communications.

**Responsibility**

The Executive Director is responsible for enacting procedures that protect member privacy as described in this policy. This includes posting a detailed privacy notice on the club website.