The Mountaineers Policy Manual
Adopted: January 3, 2012

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

Application

- The Mountaineers 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.
- Personal information, including, but not limited to mailing addresses, e-mail addresses, and phone numbers may not be shared with other organizations unless members have opted-in to receive such communications.
- Personal contact and demographic information may be shared with members who are organizing The Mountaineers activities as leaders or instructors. 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 The Mountaineers purposes.
- Branch and Division Chairs will have access to a significant amount of personal information; i.e. your name, phone number, email address, emergency contact, membership status, date joined, age, other dates, courses completed, courses in progress, indicated interests, award history, etc.. By virtue of being a member, you grant branch and division chairs access to your personal information for the sole purpose of managing the branch or division's affairs to promote community and The Mountaineers mission.
- A roster with member contact information, membership date, courses completed, and awards received may be made available to members only. Members may opt-in to having their information in the roster.
- Members shall respect the wishes of members who do not want to receive phone calls, letters, or e-mail messages from them.
- Mailing or e-mailing lists obtained directly from the roster or The Mountaineers database may not be used for promoting positions on elections, policies, or other Mountaineers decisions.
- 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.
- With the approval of the Executive Director, The Mountaineers staff may use the member mailing and emailing 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 The Mountaineers website.