

POLICY 2

Privacy & Use Policy for E-mail Addresses

The Seattle Wine Society respects the privacy of its members, yet the Society needs personal data such as e-mail addresses in order to contact members, inform them of events and activities, and conduct normal and proper business of the Society. Therefore we have adopted the following policy.

1. The use of collected e-mail addresses of members and non-members is limited to the business of the Seattle Chapter of the PNW Enological Society, known by the trade name Seattle wine Society.
2. Legitimate uses of the e-mail list are limited to announcements of Seattle Chapter events and information for publication regarding Seattle Chapter activities as voted on by the Board of Directors. This authorized use provision will be reviewed annually before March of each year by the Board, and ratified, amended, and voted upon, so that any announcements may be made at the annual business meeting held in March. Any member may submit recommended uses at any time to the e-list manager. These Privacy and Use Policies will be published annually in the Enographic.
3. The sale, trade or disclosure of e-mail addresses collected by Society members is prohibited. The e-list manager is to hold the list in confidence.
4. All other e-mail addressees obtained through marketing and outreach efforts in the possession of the Seattle Chapter will also be included in the policies above, paragraphs 1, 2, and 3. Again, the e-list manager is to hold the list in confidence.
5. The Society will maintain an e-mail account to be used for sending messages. All messages sent to addresses on the e-list will go out as "blind" sends to recipients who see only their address in a message, not the entire list. All sent messages will include a statement telling the recipient how to opt out of the list if desired.
6. The Board will designate a member of the Society to maintain the e-list and to send out messages under the above guidelines. The e-list manager will acknowledge new e-subscribers with a brief welcome message, and each message shall include the statement in paragraph 7 below.
7. When requesting e-mail addresses, the following disclaimer shall appear on all documents: "If you would like to receive periodic updates on The Seattle Wine Society events and activities, please give us your e-mail address. This address will be used by the Society for official Seattle Chapter activity only. You may opt out of the list at any time."
8. New members joining the Seattle Chapter who provide an e-address will have their address added automatically and will receive a similar welcome message as noted in Paragraph 6. The membership chair shall provide these to the e-list manager.

In the event of dissolution of the Society, the e-mail database will be destroyed.

This Policy was ratified by the Board in regular session on _____.

President

Secretary