

Privacy of Member Information Policy

(Adopted June 16, 2012)

1. MEIC respects the privacy of its members. Therefore, personal information about MEIC members is collected solely for the purpose of making MEIC a more effective organization, including for such activities as relationship-building, fundraising, thanking, performing internal analyses, mobilizing members, and providing targeted issue updates.
2. All personal information will be securely stored in MEIC's membership records database or in its Patron files. Personal information shall be deleted or destroyed as soon as it is no longer needed, or when requested by the member.
3. All personal information is confidential, will be used only by staff and board members with careful discretion, and only for the purposes for which it was collected. Personal information may be distributed within the organization as described in paragraph 4, but will not be distributed outside the organization except as provided in paragraph 5.
4. Within the organization, personal information may be distributed by e-mail, USPS mail, or in person, to further MEIC's purposes. All e-mailed and mailed personal information shall be explicitly identified as confidential.
5. It is the policy of MEIC not to sell, rent, or otherwise allow the use of its members' personal information outside the organization. However, there are three circumstances under which exceptions to this policy will be considered:
 - a) as part of a reciprocal mailing list exchange engaged in for the purpose of recruiting new members;
 - b) as part of an MEIC issue campaign in which another organization has offered to contact MEIC members; and
 - c) as part of the Montana Conservation Voters List Enhancement Project.

In all three cases, only limited personal information (i.e., name, mailing address, and other contact information if needed) will be given out. The receiving organization must explicitly promise to: keep the information confidential; use it solely for the agreed-upon purpose; and delete or destroy it as soon as that purpose has been served.

MEIC will periodically provide each member with an opportunity to request that her or his information not be distributed outside the organization.

6. At the beginning of her or his term of service, each staff and board member shall sign a form indicating their understanding of this policy.