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# Data Governance Professionals Organization<sup>SM</sup> Membership List Usage Policy

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## I. POLICY STATEMENT

This policy addresses how the Data Governance Professionals Organization<sup>SM</sup> (DGPO<sup>SM</sup>) will manage, handle and control the use of the organization's membership list. This policy applies specifically to the DGPO<sup>SM</sup> Board of Directors, individual and corporate members.

## II. PURPOSE

Board members, individual and corporate members will have legitimate need to access and use the organization's membership list. Thus, the DGPO<sup>SM</sup> has established a clear, reasonable and fair standard for the use of the membership list that is applicable to all members.

## III. DESIRED RESULTS/OBJECTIVES

1. Members will have a clear understanding of the guidelines for access to, use of and dissemination for the DGPO<sup>SM</sup>'s membership list.
2. The DGPO<sup>SM</sup> Membership List Usage Policy will minimize the potential for confidential, sensitive and proprietary information or data to be compromised. Further, this policy will minimize the risk of members, non-members, and staff members being accused of inappropriate activity or the appearance of impropriety.

## IV. DEFINITIONS

The DGPO<sup>SM</sup> membership list is a confidential database of the members of the organization and the data contained in this database to be used only for purposes approved by the DGPO<sup>SM</sup> Board. The list will contain both current and past members, and their contact information (mailing address, phone numbers, email addresses, membership category, years of service, payment status, etc.).

## V. RULES FOR USE

In general, the only people who will have access to the DGPO<sup>SM</sup> Membership list will be the President, the Treasurer, Event Registrar and the Membership Director.

Examples of appropriate use of the membership list include, but are not limited to:

- DGPO<sup>SM</sup> Meeting announcements,
- New DGPO<sup>SM</sup> member welcome letters,
- DGPO<sup>SM</sup> membership renewal "thank you" letters,
- DGPO<sup>SM</sup> committee/Special Interest Group (SIG) planning,
- Preparation of DGPO<sup>SM</sup> reports or projects,
- Other DGPO<sup>SM</sup> membership communications,
- DGPO<sup>SM</sup> election ballots, and
- Sharing a vendor discount with the membership

Use of the DGPO<sup>SM</sup> Membership list is strictly prohibited for any uses other than internal DGPO<sup>SM</sup> activities. Examples of inappropriate use of the DGPO<sup>SM</sup> membership list include but are not limited to:

- sale or rent of the DGPO<sup>SM</sup> membership list
- use of the DGPO<sup>SM</sup> membership list for sales purposes

Should the leader of a committee or SIG or a third party have need to communicate with the membership for an approved purpose, s/he will send the communication to the Membership Director. The Membership Director will send out the communication. The list will never be given to a third party directly.

The DGPO<sup>SM</sup> Membership list is the sole property of the DGPO<sup>SM</sup>.

## VI. RESPONSIBILITIES

Membership in the DGPO<sup>SM</sup> constitutes acceptance of the terms of this Policy and its requirements. This policy does not grant or imply any license to individuals to use the DGPO<sup>SM</sup> list for anything except DGPO<sup>SM</sup> business activities as identified in Section IV above.

## VII. PROCEDURES

1. Authority:

Any information pertaining to membership, including but not limited to, databases, lists, mailing labels and reports, may be used only in connection with the authorized, lawful business of the DGPO<sup>SM</sup> consistent with the organization's by laws. Such information is considered as confidential and shall not be shared with or distributed to individuals or business entities outside the DGPO<sup>SM</sup>.

2. Disclosure:

Individuals, accountable under this policy, may not purposefully disclose the DGPO<sup>SM</sup> membership list, in whole or in part, except to individuals known to be authorized to receive such information. Such individuals shall act with due care to avoid the inadvertent disclosure of such information to anyone else, and to avoid its use for personal gain or the advantage of other organizations or entities.

3. Policy Usage:

Because of the sensitive nature of the information contained in the DGPO<sup>SM</sup> Membership list, this policy shall apply at all times and to all individuals having access to the DGPO<sup>SM</sup> Membership list at any time.

4. Responsibilities:

It is the responsibility of each DGPO<sup>SM</sup> member to notify the Board of any violations of this policy that they know or suspect to exist.

5. Violations:

Unauthorized use of the DGPO<sup>SM</sup> Membership List may result in suspension or revocation of membership. Apparent violations of this policy will be reviewed by the DGPO<sup>SM</sup> Board for determination of appropriate action.