

# ASLA Prairie Gateway Chapter Administrative Policy

## Chapter Member Information Disclosure Policy

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The Chapter should strive to maintain the personal and professional privacy of its members, while also responding to reasonable requests for information from other members, professional colleagues, ASLA staff, and the public. The disclosure policies below seek to balance the needs of everyone involved.

Except as set forth in this policy, the Chapter may not disclose member information without the prior consent of the member.

### Membership Information

Non-confidential information, or information that an ASLA member can reasonably expect to be considered non-confidential, can be disclosed to a general inquiry. This would include Member Type (Full, Fellow, Associate, etc.), Category (Full, Emeritus, Associate Level, etc.), and Status (Active, Inactive). Additional information such as duration of membership; changes in membership type, category or status; and dues payment information will only be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally.

Requests for written confirmation will be handled in the same manner as general, oral inquiries.

### Member Information

**Member Number:** Member identification numbers will only be released to ASLA national and chapter subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member's firm will be provided with the subject's member number if the subject member gives personal prior authorization.

**Addresses:** Business addresses will be released to a general inquiry. Home addresses, used as a member's secondary or primary address will be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. ASLA member mailing lists are available only to corporate members and select affinity partners, with use limited to three times annually. These mailing lists do not include any member who has previously requested an "Exclude from Mail List" block.

**Phone Numbers:** Business telephone numbers will be released to a general inquiry. Home phone numbers will be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. The Chapter will neither sell nor trade either business or home telephone numbers.

**Fax Numbers:** Business fax telephone numbers will be released to a general inquiry. Home fax numbers will be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. The Chapter will neither sell nor trade either business or home fax telephone numbers.

**Email Addresses:** Email addresses will only be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member's firm will be provided with the subject's email address if the subject member gives personal prior authorization. Email addresses will be used only for ASLA and Chapter business purposes and will not be sold or traded for solicitation purposes.

**Birth Date:** Birth dates will only be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member's firm will be provided with the subject's birth date if the subject member gives personal prior authorization.

**Gender/Ethnicity:** A member's gender and/or ethnicity will only be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member's firm will be provided with the subject's gender/ethnicity information if the subject member gives personal prior authorization.

**Licensure/CLARB Certification:** State license and CLARB certification information will only be released to ASLA national and subject-member-relevant chapter officers; national and chapter staff; and to the subject member personally. Affiliate organizations, continuing education providers, and representatives of the subject member's firm will be provided with the subject's state license and CLARB certification information if the subject member gives personal prior authorization.

**Event Sponsors:** The Chapter may provide event sponsors with registered attendee (member and non-member) names and mailing addresses as a sponsor benefit. Event sponsors will be provided with attendee email address only if personal prior authorization is given.