

# Email Policy

## Document Control

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**Document ID:** 106.0  
**Edit Date/Author:** September 11, 2020  
**BOD Approval Date:** September 23, 2020

### STATEMENT OF NEED AND DEFINITION

Article IX of the Guild's bylaws call for the protection of membership lists or personal information with outside entities or individuals without the express permission of the member. There are few exceptions to these protections, all of which are subject to the oversight of the Guild's Board of Directors.

### PURPOSE

This policy has been adopted by the Board of Directors to guide and define the rules regarding the protection of members' personal information. Specific to this policy, the member(s) personal email address information shall not be revealed by use of widely distributed emails.

### POLICY STATEMENT

Widely distributed emails should be sent using the blind copy (Bcc) option of the sender's email service, or through a Guild service such as our membership, newsletter or survey, that are designed to not disclose members' personal email addresses. If it is necessary for a member to send an email to 15 or more Guild members from their own personal private email account, that member shall make every effort to protect other members' personal email address information.