

## The WICT Network Member Information Privacy Guidelines

**To safeguard the privacy of our members, non-members and event attendees, all chapters must comply with the following guidelines for The WICT Network chapter communications.**

- Contact information, including email addresses, phone numbers, mailing addresses, etc., for The WICT Network members and non-members received from The WICT Network HQ is to be used solely for the purpose of The WICT Network business communications.
- The WICT Network member rosters received from The WICT Network HQ are proprietary information and are not to be shared with anyone outside of the chapter board, including partner organizations, industry trade publications, sponsors, advertisers or any other third parties.
- Proper safeguards must always be used with regard to member data. Do not leave spreadsheets, attendance lists, name badges or sign-in sheets behind at a venue. These items should always be collected and shredded or otherwise destroyed. Do not email contact lists and spreadsheets to people who are not on the chapter board or to anyone unknown to you. Emailed documents that contain member data should be locked with a password for extra security.
- When The WICT Network chapters are producing an event with another company, organization, individual consultant, speaker, etc., all communications to members of The WICT Network about the program must be sent by a chapter leader. Under no circumstances can members' information be shared with a partner or third-party vendor.
- Membership chairs must work closely with the chapter leader(s) responsible for member communications to ensure an internal process is in place to have the most current and accurate information from The WICT Network HQ. Chapters can request a current roster at [membership@wict.org](mailto:membership@wict.org).
- Chapter leaders and/or volunteers may not use the member roster for their own business-to-business purposes or for personal requests, jokes or any other non-The WICT Network related communication.
- All chapter email communications should include an opt-out message. An example of an opt-out message to use: *This email was sent by The WICT Network: [chapter name], email address/street address. We respect your right to privacy; any opt-out requests should be sent to [chapter email address] or click here to unsubscribe.*
- If you are not using an email service and you are sending member announcements from your own email account, please ensure member email addresses are hidden using the "bcc" field.

This will also safeguard against unnecessary “reply all” responses.

- If you plan to take photos or video during events, we advise chapters to use a disclaimer like this: *We want to notify you in advance that by attending, you understand and agree that your voice, image and person may be used in accordance with the program or promotion.*

If have questions, we are here to support you. Please email [membership@wict.org](mailto:membership@wict.org) with any concerns.