

MWGCOA DATA USE & CONTACT INFORMATION POLICY *(Rev. Dec. 2025)*

Purpose

This policy outlines how the MWGCOA collects, uses, protects, and shares member and event attendee contact information, with a specific emphasis on restrictions governing email addresses and mailing list distribution.

Scope

This policy applies to all members, event attendees, staff, volunteers, board members, and partners with access to MWGCOA data.

Collection of Information

The MWGCOA collects contact information for membership administration, event logistics, communications, and compliance purposes.

Use of Email Addresses

Email addresses are used exclusively for official MWGCOA communications, event-related correspondence, and member services. Email mailing lists will not be shared, sold, or distributed to any external organization, member, or individual.

Restrictions on Sharing Contact Information

1. Member email addresses will only not be shared
2. Mailing lists will not be generated for members or event attendees.
3. Event attendee lists will not include email addresses.

Data Protection

The Association safeguards data through secure storage, access controls, and periodic reviews of privacy practices.

Member Rights

Members may request review, correction, or removal of their personal data or opt out of certain communications.

Policy Enforcement

Violations by staff, volunteers, partners, or members may result in disciplinary action or sanctions as determined by MWGCOA policy.

Policy Review

This policy will be reviewed annually by the Board of Directors and updated as needed.