

## **Watershed Agricultural Council - General Mailing List Confidentiality**

### **Situation**

To facilitate program efforts in the watershed it will be necessary to develop mailing lists for the audiences to be served. These audiences will include a wide range of persons. In some cases the collection of these lists will be sensitive and will require confidentiality.

### **Policy**

Mailing lists that are assembled by the Watershed Agricultural Council will be confidential and will not be distributed for any purpose except to facilitate educational programs.

### **Guidelines**

1. All WAC staff and WAC committee members will be made aware of this policy and adhere to it.
2. Mailing lists will not be shared with any person, agency or organization.
3. All questions concerning this policy will be referred to the Executive Director.
4. Exceptions must be approved by the Executive Director who will determine if the request meets policy criteria.

1<sup>st</sup> Reading: April 25, 2000

2<sup>nd</sup> Reading: May 23, 2000

Approved: May 23, 2000

1st Reading as Amended: May 24, 2005

Approved: July 26, 2005