

**MULTNOMAH COUNTY MASTER GARDENER™ ASSOCIATION
POLICY – USE OF MASTER GARDENER CONTACT INFORMATION**

FIRST APPROVAL: 2018.4.24

FINAL APPROVAL/ADOPTED: 2018.5.22

REVISION: Revision Date

PURPOSE

The purpose of this Policy is to establish practices which safeguard and respect the personal information of Multnomah County Master Gardener Chapter members.

PROCEDURES

1. **Distribution of contact information** for member use
 - a. Member contact information shall be printed in the directory. Contact information may include names, email address, phone and address. Members may choose what contact information to include, if any.
 - b. The contact information in the directory is intended for and shall only be used for individual member-to-member communications and official Chapter information.
 - c. The contact information in the directory shall not be used for unsolicited communication of any kind, such as non-chapter promotions, business or political promotions.
 - d. Member contact information will only be available in printed form for Chapter members' general use.

2. **Access to electronic versions** of member contact information
 - a. Electronic versions will not be available for general use by Chapter members.
 - b. Designees of the Board will have access to electronic versions of member contact information for distribution of material related to the Chapter and other approved communications.

3. **Requests to distribute information** from sources other than OSU Extension/Master Gardener
 - a. Communications from outside sources, such as employment opportunities and partner activities, will be reviewed by the Communication Committee before approval for distribution.
 - b. The following messages would be considered for distribution:
 - i. Partner activities which are of interest to MGs
 - ii. Employment opportunities specific to horticultural, environmental and educational occupations
 - c. The following messages would not be approved:
 - i. Political messages of any kind, including those regarding a specific campaign or candidate
 - ii. Requests to advertise business enterprises, membership campaigns and fundraising which is not related to Master Gardening.

4. **Exceptions** to the policy may be considered by the board for approval.