

TPE E-mail Policy

Purpose

The purpose of this email policy is to explain to TPE members how their email address will be used. A second purpose is to ensure that all TPE officers understand their responsibilities to protect member privacy and respect member wishes.

Applicability

This policy covers email addresses provided by members to TPE via application forms, conferences, workshops, or seminars.

Responsibility

It is the responsibility of all TPE officers to ensure that email addresses are not sold or given to other organizations or individuals without the permission of the TPE Corporate Board. Further, the TPE Corporate Board must consider the individual members wishes before giving this permission.

Dose-Of-Reality

Once you have given a list of TPE member email addresses to a third party (whether a reputable organization or an individual whose purpose is above reproach) you have lost control of that list. You can never get the addresses back. You cannot control to whom the third party gives the list.

Procedure

All mass distribution email sent to TPE members must have the addresses masked. This is usually accomplished by entering the addresses in the blind copy (BCC) field. The addresses can also be entered into a distribution list stored on the sender's computer.

Only TPE events are emailed to members. all other events can be posted on the website and in the newsletter.

All mass distribution email must include the name of the sender and the procedure to request removal from the distribution. For example, "To be removed from this mailing list, please contact John Doe at 715 555-1234 or john.doe@chorus.net."

Adopted at the board meeting of November 5, 2002.

1/15/03, Chuck Wemstrom, Secretary