

# MOMA Privacy Policy

As part of its normal operation, Mosaic Outdoor Mountain Club of Massachusetts (MOMC-MA) may request and/or collect assorted information about its members and participants in its activities. This information may include but is not limited to:

- Name
- Address
- Telephone Number
- E-mail address
- Age
- Photographic likeness

Members and participants have the right to expect MOMC-MA to respect the private nature of some of this information.

As a matter of policy, it is the intention of MOMC-MA to use this information only for MOMC-MA club business. We do not intend to share this information with individuals or organizations for other purposes. In particular we do not make our mailing list available to anyone for commercial purposes of any kind.

We from time to time make reference to portions of the above information in our club publications. In order to protect member privacy such use is limited in the following ways:

- Individual names and photographs may be included in the Mosaic newsletter or electronic publications delivered directly to members. However, contact information (address, telephone number, and e-mail address) will not be listed without the consent of the individual in question unless that information has been obtained from an otherwise public source (e.g. we would print event contact information if that information was listed on promotional material already made public).
- Individual first names and/or initials and photographs may be included in web publications. Full names and contact information will not be listed without the explicit consent of the individual in question.
- From time to time names and contact information may be provided to MOMC-MA officials including board members, activity coordinators and event coordinators for the purpose of conducting club business.
- Participant lists including contact information may be distributed to event participants to facilitate carpooling or otherwise foster communication between participants. Activity participants will be given the option to opt-out of listings in any generally distributed participant list.
- It is not currently the practice of MOMC-MA to publish a membership directory. Should the organization choose to produce such a directory members would be given the option to opt-out in advance of any such publication.
- Any time MOMC-MA distributes participant lists, directories or other documents including sensitive information to its members such documents will be clearly marked with their intended purpose, and will clearly include the restriction "**Not to be used for commercial purposes nor any non-club related purpose . Please respect the privacy of our members**".
- MOMC-MA may contact its members from time to time via various mechanisms including but not limited to telephone, US Mail and E-mail for the purpose of conducting club business or distributing information deemed by its board of directors to be of general interest to the membership.
- Members not wishing to be contacted by telephone or e-mail may request that the corresponding information be removed from their listing in the membership database. Members choosing to limit contact in this way may not receive all information made available by the organization.
- Members physically unable to communicate over a particular medium should contact the organization's Membership Chair to arrange for special accommodations.

## Appendix A: Summary

### Requirements for Publications

Newsletter/Member Mailings	<ul style="list-style-type: none"><li>• Don't include e-mail addresses, phone numbers or home addresses without member permission.</li></ul>
Advertising and web publications	<ul style="list-style-type: none"><li>• Don't include last names without permission.</li><li>• Don't include e-mail addresses, phone numbers or home addresses without member permission.</li></ul>
Membership lists, directories, etc.	<ul style="list-style-type: none"><li>• Give members/participants the opportunity to opt-out.</li><li>• Clearly include a statement of intended purpose.</li><li>• Clearly include the restriction <b>"Not to be used for commercial purposes nor any non-club related purpose . Please respect the privacy of our members"</b></li></ul>

### Cautions related to information in electronic form

- E-mail is NOT secure. Assume that strangers may read any unencrypted message you send.
- Information stored on company computers is generally considered company property even if you think it is private.
- Information may remain on backup media for years even after you delete it from a company system.
- Information stored on your personal computer may be irretrievably lost in the case of a disk failure. Make sure you have a mechanism for backing up any critical information (and then store the backups in a secure place).