

PMI PHOENIX CHAPTER POLICY STATEMENT

Membership List Usage Policy

Approved by Board of Directors on: 3/25/19

Policy Statement

This policy addresses how the PMI Phoenix Chapter will manage, handle and control the use of the Chapter's membership list. This policy applies specifically to the Chapter Board of Directors and volunteers.

Purpose

Chapter members from time to time may have a legitimate need to access and use the Chapter's membership list. In such situations, confidentiality and care in the use of this information is in the best interest of the Chapter and its members, since disclosure could injure individuals and organizations both inside and outside of the Chapter. In addition, disclosure could involve unfair business advantage, personal action and other risks. The Chapter desires to establish a clear, reasonable and fair standard for the use of the membership list that is applicable to Chapter members and volunteers for such matters.

Desired Results/Objectives

- Chapter members and volunteers will have a clear understanding of the guidelines for access to, use of and dissemination of the Chapter's membership list.
- The Chapter Membership Usage Policy will minimize the potential for confidential, sensitive and proprietary information or data to be compromised. Further, this policy will minimize the risk of Chapter members being accused of inappropriate activity or the appearance of impropriety.

Definitions

The Chapter membership list is a subset of the PMI Global organization's membership list, containing current and past Chapter members, as well as individuals whom PMI Global has identified as prospective members. It is provided to the Chapter for these purposes.

- Track and communicate with Chapter members.
- Account for membership dues disbursed from PMI Global to the Chapter.
- Recruit and retain members of the Chapter.

Examples of appropriate uses of the Chapter membership list include, but are not limited to:

- Chapter meeting announcements.
- New Chapter member welcome letters.
- Chapter membership renewal "thank you" letters.
- Chapter newsletters and other membership communication.
- Chapter election ballots.

Persons Affected

Chapter Board of Directors and volunteers are bound by this Policy.

Responsibilities

Participation on the Chapter Board of Directors or as a Chapter volunteer constitutes acceptance of the terms of this Policy and its requirements. This Policy does not imply any license to individuals to use the Chapter membership list. For their personal or business activities.

The membership database and listings provided by PMI Global to the Phoenix Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Phoenix Chapter, consistent with PMI Global and Phoenix Chapter policies and all applicable laws and regulations, including but not limited to those law and regulations pertaining to data privacy and use of personal information.

Procedures

- **Authority** – PMI Global Membership and Prospect Database Information Policy Section XIII: “Any information pertaining to membership, including, but not limited to, databases, lists, mailing labels and reports, which is provided by PMI Global to the Chapter may be used only in connection with the authorized, lawful business of the Chapter, consistent with the terms of the Chapter’s charter with PMI Global. Such information is considered as confidential and shall not be shared with or distributed to individuals or business entities outside of PMI except with the prior written permission of the PMI Global executive Director.”

Charter Agreement Between PMI Global and PMI Phoenix Chapter Section 24: “The Chapter shall, during the term of this agreement, maintain the confidentiality of any and all of PMI Global’s confidential, sensitive or proprietary information or data (collectively, “confidential information”). Information or data deemed confidential shall include membership lists, financial information and any other information specifically marked as confidential. Such confidential information shall at all times remain the property of PMI Global and shall be deemed to be furnished to the Chapter in confidence and solely in connection with the Chapter’s obligation under this Charter Agreement. In like manner, PMI Global shall maintain the confidentiality of any and all of the Chapter’s confidential, sensitive or proprietary information which is specifically marked as confidential and agrees that such confidential information shall at all times remain the property of the Chapter. Each party may use the confidential, sensitive or proprietary information or data furnished by the other for legitimate, non-profit Chapter and PMI Global purposes

- **Disclosure** – Individuals accountable under this policy may not purposefully disclose confidential, sensitive or proprietary information within or outside the Chapter except to individuals known to be authorized to receive such information. Such individuals shall act with due care to avoid the inadvertent disclosure of such information to anyone else and to avoid its use for personal gain or the advantage of other organizations or entities.
- **Policy Usage** – Because of the sensitive nature of the information contained in the Chapter membership list, this policy shall apply to all Board members and volunteers.
- **Forms** – All members of the Board of Directors and volunteers will sign a form acknowledging the Chapter’s Confidentiality Policy as a condition of participation on any Chapter sponsored group.
- **File Retention** – The Chapter Board of Directors will forward the forms to the Chapter Vice President Operations for retention. The Chapter Vice President Operations will retain the forms during the life of the group and the forms will be archived when the group is disbanded. Archives will be retained for seven years.
- **Violations** – Apparent violations of this Policy, including but not limited to, the failure to make adequate and full disclosure, may be referred to the Ethics Review Committee under PMI’s Member Ethics Case Procedures at the discretion of the cognizant Chapter member, who may consult with the Chapter Board of Directors for assistance.

Related Policies, Supporting Documentation and/or Appendices

- PMI Membership and Prospect Database Information Policy
- PMI Phoenix Chapter Confidentiality Policy
- Charter Agreement Between PMI Global and PMI Phoenix Chapter
- PMI Members Ethics Case Procedures.