

CCOSA Policy 4.08

4.08 ACCESS TO MEMBERSHIP INFORMATION

No member of the CCOSA staff shall disclose or provide access to any person and/or entity, except by express authorization of the Executive Director, the membership list or database of CCOSA. The Executive Director may grant such authorization upon determination (1) that the stated purpose of the access or disclosure is intended to and will fulfill CCOSA's mission or a specific CCOSA goal, (2) that the access or disclosure is limited to the level needed to carry out that purpose and (3) that the requestor will use the CCOSA membership information only for the stated purpose and will maintain it so that unauthorized persons cannot access the information. Authorization may be granted to CCOSA Executive Staff, current Association Officers and Regional Directors who agree to not use the information for personal, political or financial gain as attested by their signature on a form provided by CCOSA. Release of the data may be in digital and/or hard copy form. Membership data elements may include: Name, District, School Address and phone number, email and cell number. Use of membership data is restricted to individuals or regions by those entities authorized to receive a list. CCOSA reserves the right to continue mass communications for the organizations and to the members. Membership lists will not be shared with vendors or other associations. Failure to comply with this policy shall be cause for remedies that include but are not limited to disciplinary measures, termination, civil suit, removal from office and/or referral for criminal prosecution.