

# **Albuquerque Aerostat Ascension Association's and AAAA Education Foundation's Privacy Policy**

**February 15, 2010**

## ***Goal:***

It is important that personal information such as names, phone numbers, mailing addresses, and email addresses of members, Officers, Board Members, and Committee Chairs of AAAA be available to the organization's membership.

## ***Policy:***

It is the established policy of AAAA to protect the personal information (i.e. phone numbers, mailing addresses, email addresses, marital status, property ownership, etc.) of its members so that it cannot be exploited for outside financial gain or other purposes. AAAA will not provide personal information of its members to any individual or organization outside the organization.

## ***Procedures:***

- a) The printed AAAA NEWSLETTER, The Cloudbouncer, and MEMBERSHIP ROSTER shall continue to contain personal information of its membership and will be made available to all of the members within the AAAA organization. It will not be made available in electronic form such that it could be used to easily generate mailing labels or spam lists. At such time that the archival copies of the AAAA Newsletter are posted online, personal information will be redacted.
- b) The WEBSITE for AAAA shall contain only names of the officers, board members, committee chairs and other critical staff of the AAAA organization. The web site shall not contain personal information concerning address, health, marital status, property ownership, or other personal information of the above listed officer cadre or of the general membership of the organization.
- c) The AAAA WEBSITE will contain only phone numbers and/or email address of AAAA members, officers, board members, and committee chairs necessary to serve as a point of contact for persons or organizations inside or outside the AAAA organization that are seeking information concerning the organization.