

NATIONAL POLICY HANDBOOK

XXI. SHARING OF MEMBER INFORMATION POLICY

Sigma Kappa membership directory information is private business of the Sorority and may only be shared according to the following procedure.

Procedure

The sharing of directory information of procedure will provide direction for staff members and volunteers in answering requests for information. This procedure addresses the sharing of a member's directory information (i.e., name of member, title within Sigma Kappa, address, e-mail address, telephone number, and fax number).

1. Generally, the sorority will provide members with other members' directory information, as we are sharing this information among members within an organization whose purposes are social and recreational in nature. However, common sense should always be used in responding to a request for a member's directory information.
2. Whenever possible, verify that the requestor is a member in good standing (i.e., prior to looking up the member requested, look up the member requesting the information). If the response is in writing to a written request for information, such as via e-mail or mail, then we should also include a statement that "the member's directory information is being provided in furtherance of our sorority's social, spiritual, and intellectual purposes."
3. National officers should be more easily accessible to other members by reason of their appointment or election as an officer with duties within the organization. National officer appointment cards will include a statement notifying the officer that their directory information may be shared with other members and that they are expected to be accessible to the organization's members.
4. The Sorority will be open with our members about our policy of sharing directory information to other members via the Sigma Kappa Triangle, the Web site, Virtual Violet, and/or Sigma Kappa Savvy annually. If a member wishes not to have her information provided to other members, the organization should respect those wishes and make all reasonable efforts to accommodate the request.
5. The Sorority will make reasonable efforts to not disclose member directory information (or any other information) to non-members. The Sorority will contact the member and relay the message that a non-member is trying to contact them and provide the member the information of the non-member.
6. The name, title, address, and e-mail address of national officers will be shared:

- a. On the private side of the Web site since it will only be accessible to members in good standing; and
 - b. In the Sigma Kappa Triangle.
7. The name, title, address and e-mail address of the presidents of the alumnae chapters and collegiate chapters will be shared:
 - a. On the Web site (except the address will only be shared on the private side of the Web site); and
 - b. In the Sigma Kappa Triangle
8. The executive assistant shall continue to approve mailing of licensed vendors to members per established procedure of signing confidentiality agreements to ensure that the list is not being used or sold for purposes other than what was agreed upon.
9. On a case by case basis and upon approval of the national vice president of alumnae, in consultation with Sorority legal counsel and the national president, national headquarters may share with colleges, universities, and Panhellenic associations the directory information of alumnae members upon written request from the college, university, or Panhellenic association.
10. The procedure for sharing directory information of the following members in accordance with the above guidelines is as provided below.
 - a. National Officers:**
 1. Web site- Name and title
 2. Σ K Triangle and private side of Web site - Name, title, address, e-mail
 3. Information requests coming to the Web site shall be forwarded to the proper staff member or volunteer for a timely response in accordance with the above policy.
 4. Telephone requests for information about a national officer from a member at large, advisor, corporation board or alumnae chapter member, upon verification of member status shall be shared, unless otherwise specified in the database.
 - b. Alumnae Chapters:**
 1. Web site- Name, title, e-mail
 2. Σ K Triangle and private side of Web site - Name, title, address, e-mail
 3. Alumnae chapter Web sites are created and maintained by the alumnae chapter. Alumnae chapters that provide a link to the national Web site shall comply with Sorority Web Site Guidelines.
 4. Requests for information that come into NHQ via e-mail, voice mail, telephone, or mail will be acknowledged and responded to by providing directory information upon verification of requestor's membership status, unless otherwise specified in the database.
 - c. Collegiate Chapters:**

1. Web site- Name, title, e-mail
2. ΣK Triangle and private side of Web site- Name, title, address, e-mail
3. Collegiate chapter Web sites are created and maintained by the collegiate chapter. Collegiate chapters that provide a link to the national Web site shall comply with Sorority Web Site Guidelines.
4. Requests for information that come into NHQ via e-mail, voice mail, telephone, or mail will be acknowledged and responded to by providing directory information upon verification of requestor's membership status, unless otherwise specified in the database.

d. Members At Large:

1. The executive assistant reserves the right to approve mailing of licensed vendors to members per the established procedure of signing confidentiality agreements to ensure that lists are not being used or sold for purposes other than what was agreed upon.
2. Telephone, e-mail, and mail requests for directory information of a member at large for a member at large shall be handled as follows:
The staff member or volunteer shall take the requestor's name, telephone number and e-mail address, verify membership status, and shall provide the directory information (except telephone number), unless otherwise specified in the database.
3. On a case by case basis and upon approval of the NVPA in consultation with Sorority legal counsel, NHQ may share with colleges, universities, and Panhellenic associations the directory information of alumnae members upon written request from the college, university, or Panhellenic association.
4. On the private side of the Web site, the members name, address, and e-mail address may be shared, unless the member has requested otherwise.

e. Requests by Non-Members:

The Sorority will contact the member and relay the message that a non-member is trying to contact them and provide the member the information of the non-member.