

**KOTESOL Membership Data Security Policy  
(Joint Policy of Technologies and Membership Committees)**

Pursuant to a request from the KOTESOL National Council (meeting of June 29, 2013) to develop a membership data dissemination and security policy,

In order to safe-guard the privacy of member's personal data and to avoid conflict between competing interests in KOTESOL,

An application for access to the KOTESOL Membership Database must include:

1. A request for a specifically-defined dataset which matches the use defined in the request (e.g., a nation-wide email list would not require member name or chapter or phone number or postal addresses, a request for mailing labels would not include emails but might include expiration dates); such specific use being an essential aspect of the approval process.
2. Approval of this request is required from three nationally-elected officers not including the applicant PLUS either the National Treasurer or Membership Committee Chairs (total of four approvals).
3. Release of member data is understood to be for the specified one-time use, with no further dissemination or re-use of the data.
4. Where possible, Technologies and Webservices Committee(s) will implement the message dissemination directly, in order to further protect the security of the dataset (e.g., develop a "KOTESOL E-News", or send an email to the specified members on behalf to disseminate the survey link, etc.) without providing the data directly to the requesting party.

Such an application can be done via email, with approvals also through email.

Adopted:

William Mulligan  
KOTESOL Membership Committee Chair

John Phillips  
KOTESOL Technologies Committee Chair

August 30, 2013.