

**SOCIETY POLICY
USE OF MEMBER DATA**

I. PREFACE

A. Definitions:

As used in this policy,

"ASME Database" refers to a central repository for data concerning the members of ASME and other constituents, in any form or format.

"Member data" refers to information regarding individual members of ASME. This may include information of a personal nature, such as name, postal address, telephone number, date of birth, employment information, etc.; or information pertaining to an individual's membership in ASME, such as years of membership, membership grade, offices held, order information, participation, demographics, etc.

"Unit" or "units" refers to any ASME internal organizational entity formally recognized by the Board of Governors for the purpose of carrying out the Society's mission

- B. Providing ASME member data to the Society leadership entails some risk of misuse, whether intentional or unintentional.
- C. Use of ASME member data by the Society's leadership is perceived as a beneficial volunteer management tool to assist the organization and operation of the units of ASME.
- D. The ASME Database contains confidential and proprietary information about ASME Members and other constituents.
- E. The use of the ASME Database is subject to restrictions by government regulations that all units of the Society must abide by.

II. PURPOSE

- A. To amplify the applicability of Society Policy P-15.8, "Conflicts of Interest," with regard to the handling and use of ASME member data.
- B. To provide guidelines for the use of member data by ASME units, and to establish the relationship with respect to the mailing lists covered by Society Policy P-12.8, "Distribution of Mailing Lists."
- C. To present procedures and guidelines to minimize the risk of misuse.

III. POLICY

- A. The ASME Database and the information contained therein are the exclusive property of ASME; the member data contained within the membership database may be made

available on loan to ASME Members in unit leadership positions solely for internal use by units of ASME.

- B. The member data is for the exclusive internal use of units of ASME for ASME-related activities.
- C. The use of the membership list to promote non-ASME related activities, products or services by an outside organization shall be governed by Society Policy P-12.8.
- D. The member data may be used to communicate with members by postal mail or telephone about ASME-related activities, or to analyze the demographics of the unit.
- E. Member email addresses are not included in data lists to comply with changes in global privacy and SPAM laws, as well as ASME privacy policies. Oversight of the criteria, parameters, and methods on how the unit can communicate with its members will lie with the ASME unit.
- F. Any form of the member data may not be in any way exchanged, sold, lent, given, or bartered to any other person, company, or organization except in the case of mailing labels for transfer to mailing-services for the sole and specific purpose of processing mailings for use within ASME units.
- G. Transfers of member data onto a hard disk or any other form of shared resource system, including, but not limited to mainframe computer, is prohibited.
- H. ASME does not provide any warranty as to the accuracy of the data contained within the membership database, nor does it warrant that the data format is compatible with any particular brand or type of computer system or software.
- I. The performance of all recipients of member data under the terms of this Society Policy shall also fall under ASME Policy P-15.8, "Conflicts of Interest." The recipients' execution of the agreements to this Society Policy and to Society Policy P-15.8, "Conflicts of Interest," is required.

IV. PROCEDURE

- A. Provision of Member Data to ASME Units.
 - 1. Data/access to data can be requested from the unit's Staff contact. Only current leaders of the unit with all applicable agreements on file with ASME may have data/access to member data. This responsibility may not be transferred. In addition, such leaders shall be responsible for complying with all applicable domestic and foreign laws including but not limited to laws relating to privacy.

2. To ensure that the most current member data is used and to abide by individual member's request to "opt out" of receiving solicitations from ASME, the authorized individuals shall only use the member data that is available on the ASME database and shall not make archive copies of the data to ensure control requirements of this Society Policy. If using reports, a new report should be requested for each data need.
3. The Staff teams working with ASME units will determine what information from the ASME Database will be included in the member data provided, and in what format the data shall be made available.

B. Use of the Member Data.

1. Questions regarding the internal uses of member data by units of the Society should be directed to:
ASME Section Operations
Two Park Avenue
New York, NY 10016-5990
2. Upon request by the Executive Director of ASME or his/her designee, all data and any copies made thereof shall be immediately returned to the Society or destroyed. At that time, the Member responsible for the data shall certify in writing to the Managing Director, Marketing and Sales all original data and any copies have been returned or destroyed and that all of the data that had been loaded onto a hard disk or other form of shared resource system has been permanently deleted.
3. Violations of this Society Policy shall be reported to the Executive Director of ASME or his/her designee, so that ASME may take action to protect the confidential and proprietary nature of its member data.
4. Recipients of this data by virtue of their signed agreement with this Policy and Society Policy P-15.8, "Conflicts of Interest," assume full responsibility for adherence to these Society Policies.

C. Corrections to the Membership Database.

Volunteer leaders should encourage all ASME members to update contact information through their ASME online account, or by contacting ASME Customer Care. Any other changes to member information that may be identified/found by leaders can be forwarded to the unit's ASME Staff contact for appropriate action.

ASME Member Data User Agreement

I request access to member data for the unit(s) I'm volunteering with.

I understand that the data contains confidential and proprietary information about members of ASME.

I have read and agree to adhere to Society Policy P-12.14, "Use of Member Data," and its limitations on the use of this data.

I have also read and agree to adhere to Society Policy P-15.8, "Conflicts of Interest," in regard to my use of this data.

Signature

ASME Unit

Name (Please Print)

Date

Completed agreements should be submitted to the unit's ASME Staff contact.

Responsibility: Board of Governors

Reassigned from Knowledge and Community Sector Board 9/19/14
Reassigned from Council on Member Affairs 6/12/05
Reassigned from the Committee on Planning and Organization 6/11/97

Adopted: September 14, 1989

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