



## **MASTER GARDENER FOUNDATION OF KITSAP COUNTY**

### **PRIVACY POLICY**

---

#### BY- LAWS OF THE MASTER GARDENER FOUNDATION OF KITSAP COUNTY

#### ARTICLE 5. OFFICERS

5.5.3 The Secretary will keep record of the post office address and class of each member and post office address of each Director.

---

This record of membership also includes the email address and phone number of each member of the Foundation.

This record of membership and mailing list, generated from the above records, is the sole property of the Master Gardener Foundation of Kitsap County.

This record of membership and mailing list will not be sold, shared or used for any purpose other than that of official Foundation business.

As the Master Gardener Foundation of Kitsap County is a 501(c)3 corporation, registered in the State of Washington, official business includes but is not limited to, the disclosure of Foundation officers to certain State and Federal agencies as required by law.

This record of membership and mailing list will be used for official Foundation communications such as mailings and email communications.

A roster of the members will be generated for distribution to the membership with the understanding that it is to be used for Foundation business only. Each member will have the option of what their individual listing will include.

The computer file of email addresses of the members will not be made available to individual members.

This policy shall be reviewed every 3 years.