

# **Confidentiality and Privacy Policy**

## *Austin Police Retired Officers Association*

### **1. Purpose**

This policy establishes how the APROA (“the association ”) will safeguard the personal information of its members.

### **2. Member Information Covered**

This policy applies to all personal information collected or maintained by the Organization, including but not limited to:

- Name
- Address
- Phone number(s)
- Email address(es)
- Any other personal data provided by members

### **3. Use of Member Information**

Member information shall be used only for:

- Official communications from the Organization
- Administration of membership records and dues
- Organizational programs, events, and benefits

Member information shall **not** be used for commercial purposes, solicitation, or personal gain.

### **4. Access to Member Information**

- Access is limited to the Board of Directors.
- Membership lists shall not be shared with any individual, businesses, or organizations without the consent of the Board and the affected members.

- Members may request that their personal information be excluded from any published directories or group communications.

## **5. Disclosure of Member Information**

The Organization will not disclose member information except:

- As required by federal or state law; or
- With the express written consent of the member.

## **6. Member Rights**

- Members have the right to review their own information and request corrections.
- Members may opt out of inclusion in any directory, mailing list, or group communication not essential to organizational governance.

## **7. Security of Information**

The Organization will take reasonable measures to protect member information from unauthorized access, including maintaining secure electronic records on APROA owned computer, and limiting physical access to hard copy lists.

No member of the board of directors shall maintain a personal database of the membership.

## **8. Enforcement**

Any officer, director, or member who violates this policy may be subject to disciplinary action, up to and including removal from office or membership as determined by the Board of Directors. Exemption any information shared prior to this policy taking place.

Adopted September 10,2025