

## Chapter Connector E-mail Policy

Chapters must exercise a great degree of caution with the e-mail addresses that are available to them via the Chapter Connector. As stated in The Church Network (TCN) Privacy Policy,

*“TCN does not provide member e-mail addresses to any outside party, including members of TCN, except as allowed through the Member Directory on TCN’s website and to exhibitors at our national conference with the permission of the member. ... E-mail addresses are not to be sold to outside organizations or provided to advertisers, affinity partners, or member benefit vendors. TCN and/or its chapters may use a member’s e-mail address to communicate items of news and interest to members and for inclusion in TCN or chapter member directories.”*

Chapters will adhere to this policy and use E-mail addresses only for chapter growth (i.e. meeting invitations and promotion of the National Conference). E-mail addresses are confidential and may NOT be shared with vendors for any type of solicitation. Failure to comply with this policy may include:

- Loss of chapter access to Chapter Connector
- Loss of TCN membership to the individual(s) failing to comply with this policy.

### **Viewing and Protecting E-Mails Database:**

In order to further guard against dissemination of confidential information, those chapter leaders with access to Chapter Connector should not share their access login and passwords with anyone. Users should not leave the data open on the screen when their computer is unattended or save information to a file that is accessible to others. If access is needed for additional leaders, contact the national office.

### **Copyrighted Information:**

Use of the e-mail addresses to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

I (print or type name) \_\_\_\_\_ agree to abide by The Church Network’s Chapter Connector e-mail Policy as stated above.

Signature \_\_\_\_\_

DATE: \_\_\_\_\_

Term of Office \_\_\_\_\_ to \_\_\_\_\_

Chapter Name \_\_\_\_\_

Please sign and return this form to [chapters@thechurchnetwork.com](mailto:chapters@thechurchnetwork.com) or The Church Network, 100 N Central Expy Ste 706, Richardson, TX 75080-5324