



## *Washington State Association of Permit Technicians*

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# *Use of Chapter Member List for Email Notification Policy*

The following policy covers the use of the Washington State Association of Permit Technician membership listing and the email format to use.

WSAPT, in an effort to maintain the privacy of our members and prevent spam email from becoming a potential problem we hereby state the following policy.

- Requests for member email listing must be made either by email or phone to WSAPT Board of Directors.
- Emails that have been granted access to the member listing must follow the following guidelines in distribution:

Format of outlook email:

In the TO Field - the person sending the email should be listed

In the CC Field - nothing should be listed unless you are copying a third party

In the BCC Field - the distribution list of email recipients is located in this section (this prevents a respondent from sending a reply to all which would go to everyone on the distribution list as well as keeps our members from receiving potential spam by keeping the list hidden from all recipients)

In the Subject Field - be sure to put a description of your email request

This policy may be revised at any time by the Executive Board majority approval.

Policy effective date: March 12, 2007

