

PROPOSAL OF THE TASKFORCE

Taskforce Committee Members:

Einat Clarke (Chair)

Claude Nahum

Linda Sell

We propose that the Democratic Club of Sunnyvale adopt the below policies: Privacy Policy, Data Destruction Policy and Code of Conduct. We further recommend that the Privacy Policy be fully incorporated into the Bylaws.

Privacy Policy

The Democratic Club of Sunnyvale (DCS) is committed to safeguarding the information with which it has been entrusted. In other words, we value your privacy.

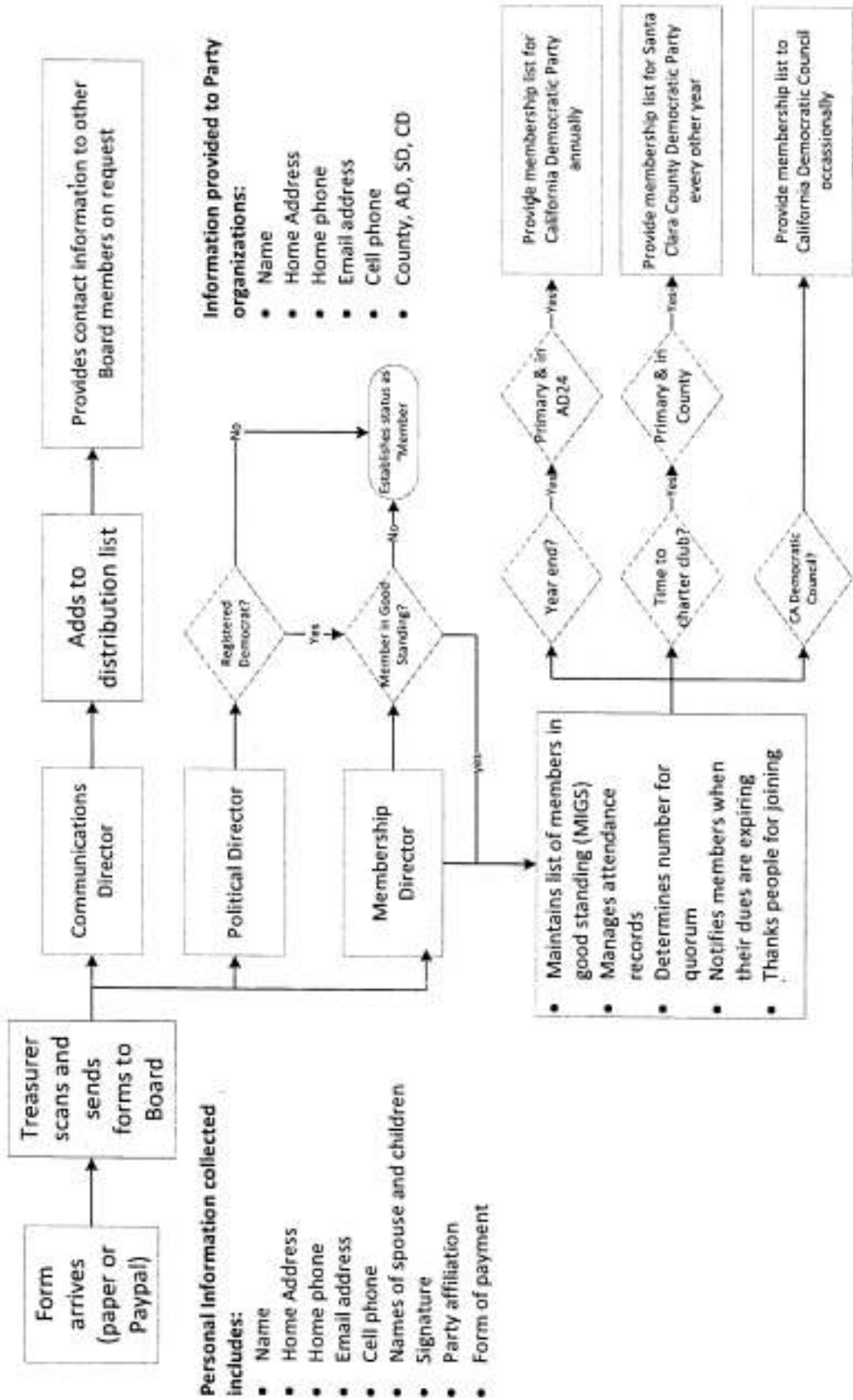
If you submit personal information to DCS, we will only use it to facilitate club business, which may include but is not limited to, communicating with members, promoting membership, meeting the requirements for maintaining a charter with local, state and national Democratic organizations, and analyzing data to better understand the needs of the club.

By providing us an email address, you agree to be contacted about various Club announcements and through our e-mail newsletter. If you no longer wish to receive e-mail announcements, please notify us by replying to the sender of such e-mail, or by contacting us at membership@sunnyvaledems.org

We believe in being good stewards of our members' private information (which includes what is commonly referred to as "personally identifiable information"), and therefore, limit exposure to it so that only those who are required to process it for club business have access to the data -- and even then, only during their tenure.

We strive to be transparent in our use of data (see flowchart below). Membership information will not be disclosed to any campaign, the press, or other third parties, unless outlined in this document or approved in advance by a majority of the Executive Committee. All officers of the Club are expected to abide by this Privacy Policy, which is also incorporated into the DCS Bylaws.

Democratic Club of Sunnyvale Process for Handling Information about Club Members



Data and Document Destruction Policy

(To be executed by all Executive Committee Members and/or Officers)

As a member of the Executive Committee of the Democratic Club of Sunnyvale (DCS), I understand that I will be provided with information which members or applicants have submitted to DCS. The information may have been obtained from a member when they completed the hardcopy membership form, the online membership form, or through other engagements with DCS. This information in my possession will be stored in a secure manner.

When my term as a Member of the Executive Committee of DCS has ended, I will return any required member information to the Executive Committee Member of the Sunnyvale Democratic Club who will be taking over my responsibilities or the current President at the time of my departure. I will also permanently destroy any member data or document in electronic or hardcopy form from my personal possession, custody or control.

I certify that I have read and understand this Data and Document Destruction Policy.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

I certify that I have returned any required information and destroyed any member data or document in electronic or hardcopy form from my personal possession, custody or control.

Executive Committee Member Name (print): _____

Executive Committee Member Signature: _____

Date: _____

Code of Conduct

(To be executed by all Executive Committee Members and/or Officers)

All Officers of the Democratic Club of Sunnyvale (DCS) must agree to abide by this Code of Conduct.

The objective of the Code of Conduct is to promote, transparency, accountability and integrity.

In my role as an officer of DCS, I will respect DCS and promote its positive reputation. I will treat members, potential members and the public with civility and respect.

I agree to uphold the Bylaws, including the Privacy Policy incorporated therein.

I will disclose to the other members of the Executive Committee of DCS any actual or potential conflict of interest.

I will be a responsible steward of the club’s resources, monetary and otherwise.

I will comply with all applicable campaign finance laws and fair political practices.

To the extent I have access to confidential club information, including, but not limited to, membership information, I will only use it for official club business. I will obtain Executive Committee approval for any use outside of official club business.

I will comply with the Data and Document Destruction Policy.

As a consequence of not meeting my obligations under the Code of Conduct, the Executive Committee may take appropriate disciplinary action, as described in section 5.2 of the Bylaws, up through termination of membership and leadership position within DCS. I may appeal the Executive Committee’s decision as outlined in section 8.1 of the Bylaws.

Print Name _____

Signature _____

Date _____