



DATABASE INFORMATION POLICY

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Purpose

The national databases of RMSAWWA and RMWEA provide valuable and useful member contact information, including mailing and email addresses. This policy has been developed to provide guidance on this appropriate use of and procedure for obtaining this information.

RMSAWWA and RMWEA have designated a minimum of one person (Designees) from each organization to review requests for use of database information. Requests for information from any database are evaluated and processed by the Designees according to criteria described below.

Policy for Use of AWWA and WEF Databases

- RMSAWWA and RMWEA will abide by and adhere to each national organizations respective privacy policies and procedures in use of any and all database information.
- The intended use for the request shall be in conformance with the general Mission and Vision Statements of both member organizations.
- AWWA and WEF databases will be accessed and queried according to organizational policy and procedure and will not be merged. Databases will be maintained separately by the respective organizations.
- Requests will not be accepted from for-profit organizations.
- Requests from external, non-profit organizations will be reviewed on a case by case basis, and a fee may be assessed for costs associated with delivering the information.
- Information given to a requestor is given in trust, should only be used for its approved purpose, and will not be shared with any other party without permission of the appointed Designees.
- The decisions of the Designees are final. A decision may be appealed to the executive committee's of each organization. Such requests must be made in writing and will be reviewed at the next regularly scheduled joint committee meeting.

Procedure for Requesting Database Information

- Any request for use of information from the databases shall be submitted on a designated form to the appointed Designees. Electronic submission of requests is available via the website.
- Request forms shall be completely filled out. No requests will be reviewed unless all information is included on the form from the requestor.
- Requests for information will generally be responded to within 1 week from submission.
- Approved requests shall be processed by the appointed Designees or will be forwarded to the designated entity (such as TEAMS) for processing of the request.
- Administrative expenses associated with requests such as printing, copying, folding, envelopes, postage, etc. shall be the responsibility of the requestor.