

# AMYA Data Access Policy

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## 1) Purpose of policy

- A. Prevent the use of AMYA member data for any purpose other than operating the AMYA or promoting the sport.
- B. Prevent the commercial use of AMYA member data.
- C. Safeguard identity and privacy of AMYA members.
- D. Policy is to be applied in conjunction with existing AMYA Privacy Policy.

## 2) Definitions

### A. Groups

- (1) **All Members:** AMYA Members
- (2) **Regional Member:** AMYA members located within a given AMYA region
- (3) **Class Members:** AMYA members registered in a specific class.
- (4) **Former Class Members:** Former AMYA members who had registered boats in a specific class. (2016)

### B. Type of Access

- (1) **Lists:** Either viewable on the screen or in downloadable format from the database.
- (2) **Individual:** Viewable one at a time from the database.

### C. Information

- (1) **Basic:** Name, AMYA #, expiration date, region, classes in which registered, and club affiliation.
- (2) **Expanded:** Basic information and address, e-mail address, phone number, and boat registration numbers.

## 3) Access to member data

	Group	Type of Access	Information	
Executive Board				
	All Members	List & Individual	Expanded	

	Information to be used to govern and operate the AMYA.			
<b>Regional Director</b>				
	Regional Members	List & Individual	Expanded	
	All Members	Individual	Expanded	
	Information to be used to communicate AMYA business with members of the region and census data analysis.			
<b>Associate Director</b>				
	Regional Members	Individual	Expanded	
	Information used to communicate with individual members of the region.			
<b>Class Secretary</b>				
	Class Members	List & Individual	Expanded	
	All Members	List & Individual	Basic	
	Former Class Mbrs	List	Basic	(added 2016)
	Information to be used for communications within the class and census data analysis.			
<b>Club Contact</b>				
	Club Member List	List & Individual	Expanded	
	All Members	Individual	Basic	
	Information to be used for club maintenance functions and to verify membership of regatta participants.			
<b>Model Yachting Editors</b>				
	All Members	Individual	Expanded	
	Verification of membership and communications necessary for the operation of <i>Model Yachting</i> magazine.			
<b>Website Team</b>				
	All Members	Individual	Expanded	
	Verification of membership and communications necessary for the operation of the AMYA website.			
<b>Membership Sec.</b>				

	All Members	List & Individual	Expanded	
	Information to be used to maintain the AMYA membership database and to fulfill the functions of the Membership Secretary's office.			
<b>Bulletin Editor</b>				
	<b>All Members</b>	List	Expanded	
	Information to be used to create Bulletin mailing list.			

4) Member opt out

- A. Member may limit access to any or all **Expanded** information.

5) Extraordinary circumstances authorization

- A. The executive committee may deem it necessary to authorize temporary access beyond the scope of this policy. All such access changes shall be reported to the board of directors in a timely manner.

6) Penalties/consequences of failure to follow this policy

- A. The executive committee shall review any failure to follow this policy.
- B. Access to member data is a privilege. Anyone not following this policy will have his or her access limited or eliminated.