

AMYA Data Access Policy

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.			
Regional Director				
	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.			
Associate Director				
	Regional Members	Individual	Expanded	
	Information used to communicate with individual members of the region.			
Class Secretary				
	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.			
Club Contact				
	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.			
Model Yachting Editors				
	All Members	Individual	Expanded	
	Verification of membership and communications necessary for the operation of <i>Model Yachting</i> magazine.			
Website Team				
	All Members	Individual	Expanded	
	Verification of membership and communications necessary for the operation of the AMYA website.			
Membership Sec.				

	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.			
Bulletin Editor				
	All Members	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.