

YAVAPAI COUNTY REPUBLICAN COMMITTEE
Confidentiality of Volunteer & Donor Information and Privacy
Effective 8/1/21

POLICY

It is Yavapai County Republican Committee's (YavGOP) policy to conduct business in a manner which protects the privacy of all persons associated with YavGOP, including volunteers and donors. YavGOP requests and maintains only that information required for conducting business or legal purposes.

RECORDS

YavGOP policy protects the confidentiality of all of its written and electronic records. Volunteer and Donor information shall not be released to any outside sources without the person's written approval, except as required by law.

ACCESS TO CONFIDENTIAL INFORMATION

Access volunteer and donor information is limited to YavGOP Executive Committee Officers, Area Directors, Precinct Captains, and Committee Chairs and is limited to their areas of responsibilities and for internal use.

DISCLOSURE OF INFORMATION

The name, home or work address, or home or work phone numbers of any YavGOP precinct committeemen, volunteer, or donor should not be given to anyone for any purpose, except as required by law or for official party business where the disclosure of the information is authorized by Executive Committee Officers or the Office Manager.

REQUESTS FOR INFORMATION ACCESS FROM OUTSIDE SOURCES

All verbal or written requests for information from outside sources about current or former volunteers or donors shall be answered only by a member of the Executive Committee or Office Manager to ensure privacy and consistency of response. A volunteer or donor authorization is required to release personal information to outside source.

In the event that information is required to be released by law in response to a:

1. Summons
2. Subpoena or discover request
3. Judicial order, and/or
4. Written request from a law enforcement or regulatory agency.

Volunteers are NOT authorized to provide any information to any person in response to any legal document(s) identified above. Someone on the Executive Committee will be responsible for compliance with any legal responses to any of the above documents or requests.