



Wisconsin Society of Certified Public Managers® Privacy Policy

The Wisconsin Society of Certified Public Managers® (WSCPM) hereby adopts the following Privacy Policy:

Recognition of a Member's Expectation of Privacy

WSCPM understands and respects the privacy expectations of our members and accepts our obligation to keep your information secure and confidential. We assure you that we will never sell membership information to any organization for any reason, including the sale of address labels for marketing purposes, conferences, or other events. WSCPM will continue to maintain standards to ensure that member information is private and secure at all times.

Member Information

Member information means personal information that we collect about you such as name address (home and/or work), employer, phone number (home and/or work), fax number, email address(es), year of certification, Society office held, and professional fields of work.

Collection, Use, and Disclosure of Member Information

WSCPM will collect, retain and use information about our members only when there is a legitimate business reason. WSCPM will allow general access to member information only so far as is allowed under policies adopted by the Society Board of Directors. WSCPM will allow complete access to member information to sitting Board members for legitimate business purposes. The Secretary, as keeper of member information, will be the only Board member allowed to change member information in our files. All Board members agree to respect member confidentiality and privacy.

We will not disclose your personal information that has been collected by the Society to anyone outside the Society and the American Academy of Certified Public Managers® unless we have received proper authorization from you or we are required to do so by judicial process, regulatory authority (subpoena, request by regulator, etc.), or due process procedures.

Information We Collect and How We Obtain It

We collect, retain, and use personal information about our members from various sources. For example, the Society may collect:

- Information provided to us on Society membership applications, lists, and forms;
- Information pertaining to your relationship with the Academy;
- Information provided to us directly from the member, such as when applying for committee assignments or state or national elections; and

- Information collected from you or your supporting organization when registering for local, regional, or national professional development conferences.

Protection of Member Information

WSCPM has established procedures to ensure that all member information is accurate, current and complete. We pledge to respond in a timely manner to requests to correct inaccurate information. Members should recognize that the main source of the information we receive is from the members themselves and that they play a vital role in the maintaining of correct information at both the local and national level. It is important for you to contact your Society Secretary regarding incorrect information or changes in personal contact information.

WSCPM maintains appropriate security standards and procedures regarding access to member information as required by prudent business practices.

Online Privacy

WSCPM does not collect any personal information from members (or others) who visit our website (www.wscpm.org).

Your Right to Opt-Out

By joining the Wisconsin_CPM Society and the Academy, you implicitly agree to allow personal information, as submitted by you and contained in the Society membership database, to be used only by the Society and the Academy for organization-specific purposes.

You have the right to tell us not to print/list your personal information in our public Membership Directory in whatever form it takes, printed and/or electronic. To do so, you must “opt-out” of having this information published by indicating such on the Wisconsin Society application form. If you opt-out, your information will not be available to other affiliated professional or business organizations for which the Society’s Board of Directors has determined there is a legitimate business purpose for making that information available.

Changes in Our Privacy Policy

The Society will periodically review this policy and reserves the right to amend it. No amendment will affect our commitment to keep your information secure and we will notify you of changes before they become effective.

Adopted: _____

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