



Washington State School Retirees' Association Notice of Confidentiality

September 7, 2010

TO: All Unit Officers

FROM: Louie Osmonovich, President
Washington State School Retirees' Association

RE: Confidentiality of Membership Lists

WSSRA Policies and Procedures, **ARTICLE XXVII, STATE OFFICE PERSONNEL Section 5.**, page P-16 of the 2010-2011 WSSRA Handbook, reads:

Section 5. Confidentiality of membership lists shall be maintained as follows:

- “a. names and addresses on the WSSRA mailing lists shall be restricted to official business of the Association;
- “b. Unit officers are to be notified each year of the rule of confidentiality of WSSRA membership names;
- “c. use of WSSRA stationery shall be restricted to official business of the Association;
- “d. any special, non-WSSRA mailing must be pre-authorized by the Executive Board. All expenses for such a mailing must be paid by the organization for which the mailing is done. Office staff shall not be utilized during regular hours for such non-official mailings.”

Please share this information with your unit and reinforce the fact that our membership lists are **strictly confidential**.

Thank you for your continuing interest in and giving of your time and talents to the Washington State School Retirees' Association.

cc: WSSRA Executive Board
Coordinating Council Chairs
WSSRA Committee Chairs