Sponsorship Contact Sharing Policy

This is the statement of general policy and arrangements for:	**The Reading League**
The purpose of the policy: To specify TRL's stance on contact sharing	
V.P. of Marketing/Development	**has overall and final responsibility for this policy**
V.P. of Marketing Development/National Director for chapters	**has day-to-day responsibility for ensuring this policy is put into practice**

Specific statements of general policy/procedure	Responsibility of: Title	Action/Arrangements (What are you going to do?)
The Reading League (TRL) does not share a constituent's personal data with any organization without the explicit consent of the constituent in writing. Constituents consist of but are not limited to: members, journal subscribers, event attendees, volunteers, coaches, and independent contractors. If data sharing occurs, all parties must consent to what is shared and its use and that consent must be properly documented, recorded, and archived. TRL Chapters must abide by this standard at all times.		Sample check box for use in registration: By checking this box, I indicate I am interested in learning more about (Name of sponsor)'s products and services, therefore granting permission for The Reading League- (Chapter name) organizers to share my contact information with (Name of sponsor).
An example: A Live Event is occurring and a sponsor would like a copy of the attendee list. TRL (and by default its chapters) must explicitly ask attendees for their permission for their contact data to be shared and the attendee must complete an action proving their permission. It is not enough to "note in the fine print' that the list will be shared. Attendees have to check a box/initial/etc at some point during the registration process to provide their consent. Records of this documentation should be kept as proof of permission.		

Resources:	Link or Location

Signed: * (Employer)		Date:	