

**E-MAIL AND TEXTING (including Facebook, Twitter and similar communication modes)**

- Electronic communication should be done in a respectful and civil manner. Electronic communication by its nature is both permanent and subject to dissemination beyond the intent of the communicator. The fact that communication is instantaneous and cannot be retrieved requires thought before action, as well as care that the “shorthand” of e-mail and text does not lead to misunderstanding and misinterpretation.
- The ease of electronic communication is not an invitation to “stuffing” mailboxes with unnecessary group e-mails or replies. All MVCCA participants should use good judgment in determining necessary recipients, the use of “reply all”, and indeed whether a reply is necessary.
- E-mail addresses and phone numbers of individual committee members as well as those of individual members and officers of member associations should be considered private and neither shared nor used in any way for any purpose other than MVCCA business communications. Care should be taken that addresses are not inadvertently shared through forwarding, photocopying or other means. Communications made by chairs or other members of the Board of Directors using address lists of authorized representatives to Committee or Council should be sent with addresses masked (“BCC”) and may not be used for any purpose other than MVCCA business. Board of Directors contact information is provided on the website and RECORD to facilitate MVCCA operations, not as a blanket permission to use for any purpose.
- Use of e-mail among Board members to discuss substantive Board or Council matters is discouraged in order to avoid the danger of premature disclosure, expectation or anticipation of eventual Board or Council action. Board members are encouraged, however, to use e-mail for administrative purposes and non-substantive suggestions and corrections to resolutions, minutes or other Board materials. Board members should not discuss actions of any other Board member in e-mail or text. Confidential Board matters should never be the subject of e-mail or text communication.
- Resolutions or other policy statements which have not been adopted by the membership may not be circulated in whole or in part to any persons other than the Board of Directors, MVCCA authorized representatives to the Council or to the Committee(s) actively involved in the subject matter.

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**MVCCA LIST\_SERVE**

The Board of Directors may create one or more “list serves” for the purposes of disseminating important MVCCA information, such as the RECORD, and matters of widespread interest to member associations and other interested parties and elected public officials. Once created, privacy considerations as discussed above apply and only the Co-chairs shall have access to the list-serve for posting content or adding or deleting addresses. A list-serve should generally not be used for any purpose other than MVCCA business and announcements, public safety warnings and notice of public meetings and hearings which may affect MVCCA members. Announcements may be made of public school events and news, non-profit, non-partisan charitable organization activities, and other public events if in the sole discretion of the Co-chairs the information is of widespread interest and reasonably related to the purposes of MVCCA and its Committees. Such discretion should be exercised sparingly with due regard to the purposes of the list-serve as created by the Board of Directors. Requests for posting to any list-serve may be directed to any Co-chair, but the Co-chairs should designate one, by mutual agreement, to be the primary accessory.

**INTERNET PRIVACY POLICY**

The following information explains the Internet Privacy Policy which the Mount Vernon Council of Citizens’ Associations, Inc. has adopted for its website (web pages at addresses beginning with <http://www.mvcca.org>). The following is intended to explain our current Internet privacy practices but shall not be construed as a contractual promise. We reserve the right to amend our Internet Privacy Policy and Internet Privacy Policy Statement at any time without notice.

**Virginia law**

We maintain our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, the Virginia Privacy Protection Act of 1976, the Virginia Freedom of Information Act, and by any applicable U.S. federal laws.

**Links to other websites**

Our website may contain links to other public or private entities' websites, whose privacy practices we do not control.

**Information we collect**

When you access our website, the routing information and the essential and nonessential technical information listed below is automatically collected. No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an email). The information you might choose to send us is listed below as "optional information."

Routing information - the Internet domain and Internet address of the computer you are using.

Essential technical information - identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.

Nonessential technical information - the Internet address of the website from which you linked directly to our website and the "cookie information" described below.

Optional information - when you send us an email, your name, email address, and the content of your email; when you fill out online forms, all the data you choose to fill in or confirm.

**Cookies**

Our website does not place any "cookies" on your computer.

**How the collected information is used**

Routing information is used to route the requested web page to your computer for viewing. We send the requested web page and the routing information to our Internet Service Provider (ISP) or other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format, or in a personalized manner, and helps us plan website improvements. Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows planning website improvements. We may keep your information indefinitely, but we

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ordinarily delete the routing information from our computer within 45 days after the web page is transmitted and do not try to obtain any information to link it to the individuals who browse our website. We use this routing information primarily in a statistical summary type format to assess site content and server performance. However, on rare occasions when a "hacker" attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to the appropriate law enforcement agency.

**Choice to provide information**

There is no legal requirement for you to provide any information at our website. However, our website may not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our website, but may prevent certain features from working. Failure to provide optional information may mean that the particular feature or service associated with that part of the web page would not be available to you.

**MVCCA WEBSITE**

The Board of Directors shall establish and maintain a website with domain name of [www.MVCCA.org](http://www.MVCCA.org), and shall employ or appoint a webmaster for the purposes of maintaining and editing the site. The Board shall from time to time, and at least every two fiscal years, review the format, content, usability and other issues affecting the value of the site to MVCCA and the Mount Vernon community making revisions as needed.

The website should at a minimum include, with appropriate intra-site links:

- (1) Brief informational statement about MVCCA and its purposes.
- (2) Contact information for the Board of Directors
- (3) Membership and dues information including new member and renewal membership applications.
- (4) The current copy of the RECORD and a file of prior RECORDs searchable at least by date.
- (5) A Resolution Tracker including content and disposition of all adopted resolutions and positions
- (6) Committee pages, each of which should include at least:

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(a) Mission statement and/or background on functions of the particular Committee

(b) Information important to Committee members and/or the public including links to government agency websites or other information (but see List-serve links above)

(7) Current By-laws, and other official establishing documents such as the Articles of Incorporation.

(8) Current Policies and Procedures Manual, as adopted by the Board of Directors.

Links to outside information or websites provided should generally be limited to sites maintained by Federal, Commonwealth or County authorities. Links to sites generally accepted as safe and trustworthy may be included with appropriate disclaimer in the sole discretion of the Co-chairs.