

**SOCIETY POLICY  
USE OF MEMBER DATA**

**I. PREFACE**

A. Definitions:

As used in this policy,

"ASME Database" refers to a central repository for data concerning the members of ASME and other constituents, in any form or format.

"Member data" refers to information regarding individual members of ASME. This may include information of a personal nature, such as name, postal address, email address, telephone number, date of birth, employment information, etc.; or information pertaining to an individual's membership in ASME, such as years of membership, membership grade, offices held, order information, participation, demographics, etc.

"Unit" or "units" refers to any ASME internal organizational entity formally recognized by the Board of Governors for the purpose of carrying out the Society's mission (e.g., Sectors, Groups and designated organizations, such as the ASME Foundation).

- B. Providing ASME member data to the Society leadership entails some risk of misuse, whether intentional or unintentional.
- C. Use of ASME member data by the Society's leadership is perceived as a beneficial volunteer management tool to assist the organization and operation of the units of ASME.
- D. The ASME Database contains confidential and proprietary information about ASME Members and other constituents.
- E. The use of the ASME Database is subject to restrictions by government regulations that all units of the Society must abide by.

**II. PURPOSE**

- A. To amplify the applicability of Society Policy P-15.8, "Conflicts of Interest," with regard to the handling and use of ASME member data.
- B. To provide guidelines for the development and use of mailing lists or other listings developed from member information contained in the membership database for the internal use of the units of ASME and to establish the relationship with respect to the mailing lists covered by Society Policy P-12.8, "Distribution of Mailing Lists."
- C. To present procedures and guidelines to minimize the risk of misuse.

### III. POLICY

- A. The ASME Database and the information contained therein are the exclusive property of ASME; the member data contained within the membership database may be made available on loan to ASME Members in unit leadership positions solely for internal use by units of ASME.
  
- B. The following limitations apply to the use of member data:
  - 1. The member data provided to ASME members in leadership positions is for the exclusive internal use of units of ASME for ASME-related activities.
  - 2. The use of the membership list to promote non-ASME related activities, products or services by an outside organization shall be governed by Society Policy P-12.8.
  - 3. The member data provided to ASME members in leadership positions may be used to analyze the demographics or other dimensions of ASME units, generate mailing labels, or generate email lists for use within ASME units.
  - 4. Any form of the member data may not be in any way exchanged, sold, lent, given, or bartered to any other person, company, or organization except in the case of mailing labels for transfer to mailing-services for the sole and specific purpose of processing mailings for use within ASME units.
  - 5. When using a member's email address to send solicitations and announcements regarding unit activities, such practice shall be limited to no more than two emails to a member in any given week. The use of mass email by units is subject to adjustment by ASME as necessary to comply with changes in global internet privacy and SPAM laws.
  - 6. Provision of Member Data to ASME Units
    - a. Access to member data for a unit will be made available to up to three members in leadership positions of those units defined in paragraph IV.A.1 of this Society Policy upon verification of the requirements in paragraph IV.A.2 of this Society Policy.  
  
This responsibility may not be transferred.
    - b. Transfers of member data onto a hard disk or any other form of shared resource system, including, but not limited to mainframe computer, is prohibited.

7. ASME does not provide any warranty as to the accuracy of the data contained within the membership database, nor does it warrant that the data format is compatible with any particular brand or type of computer system or software.
8. The performance of all recipients of member data under the terms of this Society Policy shall also fall under ASME Policy P-15.8, "Conflicts of Interest." The recipients' execution of the agreements to this Society Policy and to Society Policy P-15.8, "Conflicts of Interest," is required.

#### IV. PROCEDURE

##### A. Provision of Member Data to ASME Units.

1. At the start of each fiscal year, each unit of the Society may identify up to three members in leadership positions, as defined in III.B.6.a above, who are to have access to current member data for that unit. Such access will be limited to one year and may be renewed as necessary. Such leaders shall be responsible for complying with all applicable domestic and foreign laws including but not limited to laws relating to privacy. Any questions related to the use of member data shall be directed to the Group Pathways and Support department.
2. Prior to authorizing access to member data verification will be made of each individual's acceptance of this Society Policy, of Society Policy P-15.8, "Conflicts of Interest" and that the individual's member record contains a current position code for one of the leadership positions as required by this Society Policy.
3. To ensure that the most current member data is used and to abide by individual member's request to "opt out" of receiving solicitations from ASME, the authorized individuals shall only use the member data that is available on the ASME database and shall not make archive copies of the data to ensure control requirements of this Society Policy.
4. The Group Pathways and Support department will determine what information from the ASME Database will be included in the member data provided to units and in what format the data shall be made available. The Group Pathways and Support department will annually review the data provided to units under this Society Policy.

##### B. Use of the Member Data.

1. Questions regarding the internal uses of member data by units of the Society should be directed to:  
ASME  
Group Pathways and Support  
Two Park Avenue  
New York, NY 10016-5990

2. Upon request by the Executive Director of ASME or his/her designee, all data and any copies made thereof shall be immediately returned to the Society or destroyed. At that time, the Member responsible for the data shall certify in writing to the Managing Director, Marketing and Sales all original data and any copies have been returned or destroyed and that all of the data that had been loaded onto a hard disk or other form of shared resource system has been permanently deleted.
3. Violations of this Society Policy shall be reported to the Executive Director of ASME or his/her designee, so that ASME may take action to protect the confidential and proprietary nature of its member data.
4. Recipients of this data by virtue of their signed agreement with this Policy and Society Policy P-15.8, "Conflicts of Interest," assume full responsibility for adherence to these Society Policies.

C. Corrections to the Membership Database.

All additions, deletions, and corrections to the membership database identified by the leaders of ASME units, or their designees, should be documented and forwarded to:

ASME  
Customer Care  
150 Clove Road  
Little Falls, NJ 07424

Appropriate authorization for any change must include the date, the member's name, current office, and his or her signature.

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**ASME Member Data User Agreement**

I request access to member data for the \_\_\_\_\_ Group of ASME.

I understand that the data contains confidential and proprietary information about members of ASME.

I have read and agree to adhere to Society Policy P-12.14, "Use of Member Data," and its limitations on the use of this data.

I have also read and agree to adhere to Society Policy P-15.8, "Conflicts of Interest," in regard to my use of this data.

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Signature

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ASME Unit

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Name (Please Print)

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Date

Mail or FAX to:  
ASME Group Pathways and Support  
Two Park Avenue  
New York, NY 10016-5990  
FAX: 212-591-7671

Responsibility: Board of Governors

Reassigned from Knowledge and Community Sector Board 9/19/14  
Reassigned from Council on Member Affairs 6/12/05  
Reassigned from the Committee on Planning and Organization 6/11/97

Adopted: September 14, 1989

Revised: (editorial changes 8/93)  
June 11, 1997  
June 9, 1999  
September 23, 2001  
June 12, 2005  
November 13, 2010  
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