

## **PUBLIC RECORDS PRIVACY PROTECTION POLICY**

<b>Policy Number:</b>	COM- 101
<b>Effective Date:</b>	Approved by the <b>Eastern Washington State Historical Society (EWSHS)</b> Board of Trustees on March 3, 2021.
<b>Application:</b>	Applies to all employees of EWSHS
<b>History:</b>	This is a new Board Policy.

---

### **Article I PURPOSE**

1.1 To ensure that collection, storage, use, transfer and disposal of records containing personal information meet the highest standards of privacy protection to the extent possible under the Public Records Act, and to regulate the dissemination of personal information held in EWSHS databases.

### **Article II POLICY**

2.1 The EWSHS collects names, addresses, telephone numbers, e-mail addresses for purposes of providing membership benefits to members, maintaining donor records, and maintaining mailing lists for educational and outreach purposes collected from a variety of sources such as technical workshops, history conferences, commemorative events, public meetings and legislative and civic meetings on heritage matters.

2.2 In accordance with RCW 42.56.070, the society is prohibited from giving, selling, or allowing the inspection of lists of individuals, unless specifically authorized or directed by law, if the requestor intends to use the information for commercial purposes.

2.3 In the state of Washington, laws exist to ensure that government is open and the public has a right to access appropriate records and information possessed by state government. There are exceptions to the public's right to access public records that serve various needs including the privacy of individuals. The records of the EWSHS are considered public information and may be subject to inspection and copying by members of the public under RCW 42.56.070 which states that:

Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (8) of this section, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected in this chapter, an agency shall delete identifying details in a manner consistent with this chapter when it makes available or publishes any public

records, however, in each case, the justification for the deletion shall be explained fully in writing.

2.4 The EWSHS shall not sell or otherwise disclose its lists for commercial purposes.

2.5 With the individual's permission, the society may distribute its lists to a kindred organization for purposes of disseminating educational or program information.

2.5 In the event of a conflict between this privacy policy and the Public Records Act, the Public Records Act provision will prevail.

### **Article III PROCEDURES**

3.1 **Notification:** The EWSHS will offer its members, donors, and individuals included on its various mailing lists the opportunity to have one's name removed from the mailing list(s) or to limit the use of one's name and address to society use only. If a member or donor does not want to be maintained in the society's membership or donor databases, the society will not be able to provide the services to which they are entitled as a member or donor.

3.2 **Dissemination of Personal Information:** The Society does not authorize the release of personal information held in its databases to the public by telephone or e-mail. Upon receipt of a request for information that involves the release of personal information such as names and addresses of members, donors or other individuals held in the society's databases, the request will be forwarded to society's public records officer for scrutiny.

3.3 **Designation of Agency Privacy Contact:** The agency designee to handle complaints, questions, recommendations, and provide information to the public regarding the collection and use of information and the society's privacy policies is the Public Records Officer, who may be contacted by phone at 509 363-5354 or by email at [boardoftrusteessecretary@northwestmuseum.org](mailto:boardoftrusteessecretary@northwestmuseum.org).

#### **References:**

Executive Order 00-03	RCW 42.56.070
RCW 27.34.070	RCW 42.56.230-.480