

## St. Louis Chapter – Privacy Policy

The Institute of Internal Auditors - St. Louis Chapter is committed to each member's right to privacy. This policy describes the Chapter's policies and procedures to protect personal information of its members.

### I. Directory

1. A member's home address and phone number will only be included in the directory when the member has indicated such as his preferred contact information on his membership profile information maintained by IIA headquarters.
2. A statement must be included in the directory and in the directory on the Chapter's Web site as follows:  
*"Information in this directory is for use solely by IIA - St. Louis Chapter members in contacting one another. Use of the directory information is prohibited for commercial use or solicitation of products and services. If you do not wish your personal information to be included in future directories, please express your wishes by contacting the Chapter's Attendance and Membership Committee Chairman and IIA Headquarters. IIA Headquarters can be reached at (407) 937-1100 or you can change your membership profile information online with IIA Headquarters by following the instructions at [www.theiia.org](http://www.theiia.org)."*
3. The membership directory on our chapter's Web site will be restricted to access by members only.

### II. Email

1. Members should be given the choice to delete their names from member mailings. The following statement must be included at the end of each mass email by the chapter: *"This email message is part of regular communications with members of the IIA St. Louis Chapter. You may exclude yourself from future communications by replying to this email and indicating your desire to be removed from the chapter email list. However, since the St. Louis Chapter uses email as a primary means of communication with members, you may not receive important Chapter announcements."*
2. Mass emails should be restricted to professional uses relating to the IIA and the chapter.
3. The mass email listing (in full or in part) cannot be provided to any outside party for any reason.
4. Mass emails should be sent via "bcc," which will hide all email addresses to members other than their own. This will prevent members and any others from accessing the list of all chapter members' email addresses.

### III. Mailings

1. The chapter's mailing list or mailing labels may not be provided to any outside party.
2. Chapter mailings must include a statement saying they can opt out of unwanted chapter mailings.

### IV. Advertising Events for Others

1. For events by other chapters within our district, we will advertise them in our newsletter and on our chapter's Web site. We will not advertise them by mass emails or mailings.
2. For events by chapters in our region, but outside of our district, they must obtain permission of our Regional Director to advertise in our newsletter and on our Chapter's Web site. We will not advertise them by mass emails or mailings.
3. For events by chapters outside of our region, their Regional Coordinator must obtain permission of our Regional Director to advertise in our newsletter and on our Chapter's Web site. We will not advertise them by mass emails or mailings.
4. For audit-related events being held by a company that has a member(s) in our chapter, and the purpose of the seminar is to share information, we will advertise their events in a mass email, newsletter, and on our Chapter's Web site for free.

For events being held by a company (with or without chapter members), where training is part of the business services of that company, we will not advertise their event in any manner for free. They may advertise in our newsletter and pay the Chapter's newsletter advertising fee.