

**Policy Name:** Use of Email Distribution Lists  
**Section:** 3000 Operational: 3700 Recreation  
**Policy Number:** 0000

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**Purpose:** To specify how email addresses provided by customers or patrons of the Park District will be used.

**Reference:** This policy supersedes the "Class Registration & Use of Email Distribution Lists approved by motion at 1/17/16 board meeting.

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**Policy:**

In order to ensure public trust over the use of email addresses provided by customers or patrons of the Park District, it is important to stipulate how these email address will be used. It is the Park District's general intent to safeguard and minimize the use of this information whenever possible. Email distribution lists will be used for the following purposes:

1. Communicating information related to Park District classes and programs, such as receipts, class cancellations, or program changes.
2. Providing general Park District information and updates.
3. Distributing notices for the Bainbridge Island Parks Foundation, a parks affiliated organization, when related to the promotion of Park District projects or events.

Program managers are authorized to send out notices related to classes and programs. Any District-wide notices or BI Parks Foundation notices will be reviewed and approved for distribution by the Leadership Team.

Exceptions may be made in the event of an emergency, at which time the approval of notices will be made by the Executive Director.