

July 2022

## **Sandoval Extension Master Gardeners Policy on Members Privacy and Confidentiality**

Sandoval Extension Master Gardeners honor the privacy and confidentiality of its members.

No members phone/cell number, email address, or physical address will be used in any communication generated by this organization. That includes blogs, newsletters, social media, internal memos or help line responses.

Information about members will be strictly limited to the confidential, members only, roster maintained by the Membership Chair of the Advisory Council. It is the member's responsibility to ensure that information is accurate and up to date.

In certain cases the members may be contacted with specific email addresses that go through the general administration. Such as: [Editor@SandovalMasterGardeners.org](mailto:Editor@SandovalMasterGardeners.org)

Any inquiries made about a member will be responded to by taking the querant's name and phone number and sending the query directly to the member to respond as they feel appropriate. It is not the responsibility of SEMG to identify any member to the external public.

Kate Shadock – Editor of SEMG Newsletter