**Protecting Your Members’ Data**

The protection of member data is paramount; this needs to be at the forefront of all your activities as a Section or Student Chapter.

## How to Protect Members

* Do not maintain SPE Membership Rosters.
  + We provide these to you via [Membership Builder](https://www.spe.org/appssecured/login/servlet/LoginServlet?ERIGHTS_TARGET=http://membershipbuilder.spe.org/roster), and they are updated daily.
  + It is against policy for Sections and Student Chapters to maintain membership rosters.
    - The maintenance and time required to maintain these at a Section or Student Chapter level is near impossible in a volunteer capacity.
    - Members change information frequently, and they have the right to be forgotten. Maintaining lists in Excel do not allow for real time edits or deletions.
    - Members are free to move into and out of your Section.
    - Members exit the industry and membership is no longer relevant for them; we need to respect that decision.
* Do not maintain Email Distribution Lists
  + We provide these to you via [Informz](https://www.spe.org/appssecured/login/servlet/TpSSOServlet?resource=informz), and they are updated in daily.
  + SPE International has the Infrastructure and ability to maintain communication and marketing consent that are in line with laws and regulations. We need to be respectful of member’s choices to opt out of communication from SPE International, SPE Sections and Student Chapters, and this infrastructure allows for that.
  + It is against policy for Sections and Student Chapters to Maintain an Email Distribution list.
  + Marketing emails sent without the ability to unsubscribe are against laws and regulations.
* Delete old membership rosters regularly
  + Once you’ve used it to find the information you require, it should be deleted, and never stored for longer than necessary.
  + The information on the reports changes daily, so pull a new one from Membership Builder when you need it.
* Do not email membership rosters to board members or external parties
  + All board members have access to membership builder and can download the same reports.
* Do not retain attendance records for longer than deemed necessary
  + Do not maintain event attendance records with email addresses or phone numbers
* Do not retain credit card numbers
  + SPE International does not store any financial information for Members, Sections, or Student Chapters. All information is destroyed after use, and we are fully compliant with PCI protections. Sections and Student Chapters should follow this example.