



**AIA**  
Louisiana

## Member Information Privacy Policy

### **Introduction**

AIA Louisiana's member information is a valuable resource and an asset to AIA Louisiana in the form of intellectual property. It is to the advantage of AIA Louisiana and its members to closely protect this information. This policy addresses the use of individual and firm member data by AIA Louisiana Allied Members and third-party organizations.

### **Email Information**

AIA Louisiana members' information in the form of email listings will not be distributed electronically or sold to third parties for the use of solicitation. However, members may opt-in to placing their email contact information on a listing to be shared with exhibitors and sponsors of specific events. This policy applies to both individual and firm member information.

### **Specified Event Use**

Member information obtained through online event registrations will be shared with exhibitors and sponsors of the specified event as a benefit to exhibitors and sponsors in exchange for their support of AIA Louisiana and the specified event. This information will be provided to exhibitors and sponsors in printed paper format.

### **Website Use**

AIA Louisiana reserves the right to use member provided contact information on AIA Louisiana's website directory. Members may have the choice of whether or not to post their information in the online website directory.

### **Board, Section, Committee, and Staff Use**

An active participant as an AIA Louisiana Board Member, Section Member, Committee Member, or Staff Member may use member's contact information electronically to fully carry out the activities of the organization.

### **Non-dues Revenue Source**

Requests for physical address labels must be reviewed and approved by the Executive Director. All requests for labels must include a sample of the material that will be distributed to members. The cost for labels shall be left to the discretion of the Executive Director.