



**ANNA**  
American Nephrology  
Nurses Association

Policy .....	6.16
Revised Policy .....	7/05
Revised Procedure .....	10/15
BOD Reviewed and Approved.	10/21
DEI Reviewed .....	2023-24
Substituted for .....	2/14
Original Date.....	4/90

## **POLICY & PROCEDURE**

### **CHAPTER MEMBERSHIP LISTS: AVAILABILITY & USAGE**

#### **POLICY**

ANNA chapters shall have access to their chapter's official membership list for the promotion of educational programs and other chapter functions. Chapters will ensure that all personal information collected about ANNA's members is secure and confidential, per Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*.

#### **PROCEDURE**

1. Any chapter officer may request a chapter membership list that is formatted for mailing labels via the online request form on the ANNA website (see Chapter Officers Only). The formatted list will be sent to the requesting chapter officer via email.
2. Any chapter officer may request a chapter membership list containing contact information (i.e., phone, email address) for members via the online request form on the ANNA website (see Chapter Officers Only).
3. Any person requesting the use of their chapter member list is responsible for the confidentiality policy detailed in Policy & Procedure 1.08, *Protecting Confidentiality of Members' Information*.
4. Chapter officers are not permitted to publish, distribute, or utilize the list in any way for personal and/or their own business purposes.
5. New member lists are emailed monthly to all chapter officers and ANNA Chapter Support Team (ACST) Leaders.
6. Non-renewed member lists will be emailed quarterly to all chapter officers and the ACST Leaders.

7. At the discretion of chapter officers, chapter mailing labels may be shared with another chapter upon request. Chapters who want to share their mailing list must request it from the National Office and send the electronic file directly to the requesting chapter. The mailing list is to be used for chapter business only. Chapter's receiving a list from another chapter may not publish, distribute, or utilize the list in any way for personal and/or their own business purposes. Each chapter should establish its own policy and guidelines for release of its chapter mailing list to another chapter.
8. Users of email addresses must take care to protect members' email addresses from re-distribution. Email addresses are easily reused by recipients and it is incumbent upon the user to prevent this. Email addresses should be protected by sending recipients information using either the email program's blind copy (bcc) lines, an email list server, or another system to protect email addresses from reuse. More information on how to use an email list server can be obtained by contacting the National Office.
9. Chapters may not release mailing labels or member contact information to external groups, associations, hospitals, providers, or companies. All external uses of the membership list are governed by the National Office per Policy & Procedure 4.15, *Membership List Rental*.
10. Chapters are encouraged to use ANNA Connected to communicate with their members.
11. Any request for mailing lists or labels other than the above will be considered on a case by case basis by the Board of Directors.