



Data Distribution Policy

1. The Wyoming State Bar (the Bar) recognizes and respects the privacy of its membership. It also believes that its members and the public benefit by allowing controlled access to Bar members. This policy endeavors to balance access and privacy.
2. Under no circumstances will access be granted for political or ideological purposes in violation of the Bar's Bylaws.
3. Mailing labels are available for purchase for one-time use at rates set by the Executive Director, provided that (a) the user will furnish the Bar with a complete copy of the material to be mailed for approval in advance of the mailing and (b) full payment of the appropriate fee for such use is made in advance. E-mail proposed material to swilkinson@wyomingbar.org.
4. In no event will mailing labels be sold for use (a) to advertise products or services that are illegal; (b) for contests, lotteries, or offering of prizes based on chance; (c) for alcoholic beverages, tobacco products, or firearms; and (d) by candidates for public office.
5. The Bar may provide mailing labels electronically for one-time use, but only to a "mail house" or company engaged in the printing, addressing and mailing of bulk pieces, and only after receipt of the Electronic Data Confidentiality and Destruction Agreement (below) signed by the "mail house" or company and payment of a one-time use fee set by the Bar's Executive Director.
6. Except as provided herein, access to member data will be limited to the Bar directory and on the Bar's website; electronic member data will not be otherwise disseminated.



Electronic Data Confidentiality and Destruction Agreement

WHEREAS, _____ (User) is a company engaged in the printing and mailing of bulk pieces; and

WHEREAS, the Wyoming State Bar (the Bar)'s Data Distribution Policy provides that mailing labels for Bar members may be provided electronically for one-time use, but only to a "mail house" or company engaged in the printing, addressing and mailing of bulk pieces, and only after receipt of a Confidentiality and Destruction Agreement signed by the "mail house" or company and payment of a one-time use fee set by the Bar's Executive Director; and

WHEREAS, User desires to purchase such electronic mailing labels for one-time use pursuant to the terms of the Bar's Data Distribution Policy.

IN WITNESS WHEREOF, User agrees as follows:

7. User will use the Bar's electronic membership data only to mail materials that have been approved for mailing by the Bar's Executive Director.
8. In no event will the Bar's electronic membership data be used for mailings (a) to advertise products or services that are illegal; (b) for contests, lotteries, or offering of prizes based on chance; (c) for alcoholic beverages, tobacco products, or firearms; and (d) by candidates for public office.
9. User acknowledges and agrees that the fee paid by User for the Bar's electronic membership data pursuant to this Agreement entitles User to one-time use only.
10. User agrees to maintain the confidentiality of the Bar's electronic data.
11. User further agrees that all electronic data provided by the Bar will be destroyed by User immediately after such one-time use.
12. User agrees to defend, indemnify and hold harmless the Bar for and from any claims for damages that may result from User's failure to abide by terms of this Agreement.

SO AGREED this _____ day of _____, 20____.

Return completed form to:

Sharon Wilkinson
Executive Director
Wyoming State Bar
swilkinson@wyomingbar.org
Fax: (307) 632-3737

Signature

Title