

# **WKCA Web and Email Policy**

## **On the WKCA website:**

1. Links to other web sites on the Internet are provided for informational purposes and as a convenience to web visitors, and that link should not be construed to be an endorsement by the WKCA.
2. The web site may include references to local businesses with which a resident had a pleasant or positive interaction. This should not be construed as an endorsement of that business by WKCA – residents should do their own investigation before hiring or patronizing any business.
3. WKCA members may submit classified ads for inclusion on the WKCA web site. As a general practice, the classified ad will be listed for up to 30 days. There is no charge for WKCA members to list a classified ad.
4. The webmaster will, as a general practice, consult with the President and other officers of the Association prior to posting new information on the site. This need for consultation does not include routine updates, such as posting of meeting minutes, new newsletter, forms, etc. Consultation should be with the committee chairperson(s) for addition of information to the site related to committee activities.
5. The webmaster will provide passwords/logins to subsequent webmasters upon appointment. In addition, the president and/or vice president should be provided all necessary passwords/logins to ensure the information is not lost or unavailable due to unforeseen circumstances affecting the webmaster.

## **Regarding email distribution lists:**

1. The member email list is private – compiled and maintained by the directory chairperson and then provided to the president for use in sending messages of importance to the community. Emails from the list will not be made available to anyone other than members of the association board. The WKCA will not sell or otherwise transfer or disclose personally identifiable information to third parties without the user's prior consent (except as may be required by law, such as a court-ordered subpoena, search warrant, or other court order).