

Membership Database Use Policy

Whereas, the Collaborative Group of the Americas on Inherited Colorectal Cancer (CGA) maintains a database of its members and their email and other contact information, and this database is a precious resource which may be coveted by other entities for advertisement of opportunities or notifications which may be of interest to CGA membership, a policy will be adopted for use of the membership database.

No outside agency will be allowed the direct use of, or have direct access to, the CGA membership database. All requests for advertisements, notifications, or the like to be sent to the email addresses of members listed in the CGA membership database will be directed to the Administrative Secretariat and thereafter reviewed by the CGA Council.

The version of the notification to be approved by the CGA Council and sent to the membership must be in its final form and will not be altered, adjusted or edited by the CGA (other than to adjust the size of the attachment to fit the email format used by the CGA). The requesting organization accepts responsibility for the content of the attachment, and are required to add the text to the notification that states the requesting organization's views do not necessarily represent or express the opinions of the CGA or its leadership.

A transaction fee of \$250, in addition to coverage of any other related expenses (which will be clarified prior to sending the notification) will be paid to the CGA upon placement of the formal request to the Administrative Secretariat. The notification will be sent once per payment.

September 30, 2012