

## **Douglas County Democratic Party (DCDP) Privacy Policy**

1. **OVERVIEW** The DCDP, while striving to provide all volunteers with a friendly and pleasant environment, will seek to ensure that same environment remains respectful and free from harassment, discrimination, and/or violation of privacy rights.
2. **SCOPE** This policy applies to volunteers, paid campaign workers, contractors, and all other persons who may have contact with the DCDP, at any location where the DCDP is presenting a function, holding a meeting, or performing an activity.
3. **POLICY** DCDP is committed to providing a service environment free from privacy violations, which violations may include harassment or discrimination. To that end, the following shall be implemented and enforced as authorized in the Rules of the DCDP:
  - A. **Sexual and other forms of harassment, creation of a hostile environment, as well as discrimination** based upon arbitrary, capricious, and/or illegal criteria, are prohibited, and include but are not limited to the following behaviors:
    - i. Isolation of a volunteer or other person, without notice to that person, for purposes of commencing a personal relationship;
    - ii. Use of DCDP sponsored activities or social events to make inappropriate, unsolicited and/or unwelcome advances on a volunteer or other person;
    - iii. Request for sexual favors from a person of authority or influence;
    - iv. Offensive verbal or physical conduct, or other conduct, which creates a hostile environment for persons because of their race, ethnic origin, gender, sexual orientation, disability, or religious affiliation.
  - B. **Volunteer and Donor Lists.** DCDP maintains volunteer lists, contributor lists, and other types of contact information as a routine part of its responsibilities and activities. These lists shall be used for official business only and not for any other purpose. No such lists shall be sold or shared without the express permission of the parties included in the list. Members of the Central Committee, Executive Committee, and District Committees automatically give their consent to publish their names when assuming these positions, but may decline to publish other contact information.
  - C. Voter lists. Voter lists purchased from public sources may be shared with District Committees, candidates, and others as determined by the Executive Committee, provided such sharing is equitable and all applicable State and Federal laws and reporting requirements are followed.

#### 4. ENFORCEMENT.

- A. **Removal.** The Committee or Chair of proper jurisdiction in conformance with the Rules of the State and County parties shall remove any person of authority or influence from her/his responsibilities and offices if it finds a willful violation of this privacy policy which causes or has the potential of causing injury to any individual or to the DCDP. This finding must be by a preponderance of the evidence. The finding shall be made at a meeting of the committee or with the chair having jurisdiction, after giving proper notice to the parties involved.
- i. The Central Committee, or County Chair having authority for removals will also remove any person of authority or influence from her/his responsibilities and offices if it finds by a preponderance of the evidence that there has been retaliation by that person upon the person bringing the complaint.
  - ii. The procedures will be governed by the Rules of the DCDP which are currently and contemporaneously in effect at the time when the alleged violation occurs as well as successor or continuing provisions as presently outlined in Section VII(B)(2) and VII(C) of the PLAN OF ORGANIZATION AND RULES OF THE DEMOCRATIC PARTY OF DOUGLAS COUNTY, COLORADO. Penalties shall include penalties therein outlined, including but not limited to removal from office.
- B. **Other Penalties.** Reprimands and/or loss of privileges such as access to personal information are also enforcement options for violations of this privacy policy. The same process as that for removal shall be observed.
- C. **Retaliation.** No person shall be permitted to retaliate against another person because of an enforcement proceeding brought in response to an alleged violation of any portion of this Privacy Policy.

## **Douglas County Democratic Party (DCDP) Resolution Regarding Electronic Mail**

**The Central Committee hereby recognizes the following voluntary statement of principles regarding the use of electronic mail in conducting Party business. This resolution is not a part of the Party Rules and not subject to the enforcement provisions of the Party Rules, but reflects the Central Committee's guidance in this area.**

Persons in position of authority or influence in the DCDP must be especially diligent to avoid forwarding personal correspondence, disclosing personal information of others, or using Party email lists for any purpose other than official Party business. No private email lists shall be sold or shared without the express permission of the parties included in the list.

1. Public Email Lists: With permission of the individual, DCDP public mailing lists (mailing lists displayed on the DCDP website) may include all members of the Central Committee, members of District Committees, members of the Executive Committee, and Advocate Donors, so that anyone accessing the web may contact the appropriate individual directly.

2. Private Email Lists: With permission of the individual, DCDP private mailing lists (lists of names that are *not* displayed on the DCDP website) may include all members of the Central Committee, members of District Committees, Standing Committees, all other volunteers, and anyone else who requests to be on the email list so that Executive Committee members and/or their designees may send messages to the others without needing to maintain a separate e-mail list.

3. Private Email List Non-Disclosure Policy:

A. Private email lists will only be disclosed on a need to know basis as determined by the DCDP Chair, as authorized by the Central Committee, and with the express consent of the individual;

B. Email addresses from individuals under 18 will not be disclosed under any circumstance.

4. Use of Private Mailing Lists: Private mailing lists shall be used only for DCDP business. The Chair and Executive Committee, as authorized by the Central Committee, may impose limits on the messages being broadcast to the list in order to prevent the messages from becoming harassment or nuisance. The following messages constitute permissible uses may be forwarded to those on the private email list:

A. Those originated by the State, District, or County Executive Committee members to conduct business directly related to their Party responsibilities and constrained to the relevant audience (e.g., if the message pertains to only one Commissioner District, the message is sent only members of that District);

B. Those originated by the Chair to communicate general Party activities or needs, including volunteer recruitment, fund-raising, and administrative issues on behalf of the Party Central Committee;

C. Those originated by any Democratic Party government office candidate whose district includes all or part of Douglas County, directly related to that candidate's campaign. If the candidate is in a contested Primary race for the Democratic nomination, or if the message is sent prior to the final deadline for petition or vacancy committee appointment onto the Primary ballot, such message must contain the disclaimer, "This message is brought to you as a courtesy to the candidate. The DCDP does not endorse candidates in a primary situation";

D. Those originated by any Democratic Party elected official in government office, whose district includes all or part of Douglas County, directly related to Party business;

E. Other messages only if specifically approved by the Chair or Central Committee.

The following types of messages shall not generally be permissible to broadcast to the mailing list unless specifically authorized by the Chair:

F. Messages forwarded from any person not on the Executive Committee, who is not a candidate or elected official as described in the preceding paragraphs as allowed types of messages. For example, messages from elected officials outside the county, or from outside organizations whether or not associated with the Democratic Party, or former candidates or elected officials;

G. Messages that are not directly related to Douglas Democratic Party business. For example, information about pending legislation, about fund-raising events or activities of other counties or organizations, messages from the state Party, editorial commentary, or advertisements for commercial products or services. The Party shall provide alternative online venues for posting of such content;

H. Messages from an Executive Committee member but not specifically within that person's scope of responsibility;

I. Messages forwarded from any other subscription mailing list;

5. Response to Submissions: If a submission for broadcast is rejected for publication, the reason for rejection shall be explained to the sender.

6. Form of E-mail: Email broadcasts and other electronic mail transmissions sent in the course of DCDP business shall adhere to the following guidelines:

A. The return address on each message shall be the sender's name and email address. The "sender's name" may be an individual or the name of the sending organization or committee.

B. All messages shall be in good taste, projecting a positive image of the party, suitable for publication in any newspaper or to be read on any television broadcast. Messages shall be free of offensive, profane, obscene, commercial, copyrighted, illegal, or libelous content. They shall be free of personal attacks, fighting, or gossip about others.

C. Senders shall be sensitive to the potential for misunderstanding and shall make every reasonable effort to avoid misinterpretation.

D. Senders of email messages shall strive to constrain the recipient list of each message to the smallest possible number to whom the message is directly relevant.

E. Personal email messages shall not be forwarded to others without the original sender's knowledge and permission.

F. The title of each message shall correctly identify its content.

G. All messages broadcast via the DCDP private email list shall provide a means for the recipient to opt-out of future messages. Such requests shall be processed promptly.