

Women's Connection of the Morris Area Emergency Contact Information Policy

Purpose

This policy ensures that a member's designated emergency contact can be notified quickly if a member experiences an illness, injury, or other emergency during a club activity.

Collection of Information

Each member provides the name, relationship, and telephone number of at least one emergency contact on the membership application. Members are responsible for updating this information as needed. The Secretary will maintain the official list of emergency contacts.

Use of Information

Emergency contact information will be used only in the event of an actual emergency involving a member during a club-sponsored activity. It will not be used for any other purpose.

Access to Information

- All club officers are authorized to access and use emergency contact information at club-wide events or other club activities where they are present.
- Interest group leaders are authorized to access and use emergency contact information for members participating in their respective groups.

Security and Confidentiality

Emergency contact information will be stored securely and shared only as described in this policy. Officers and group leaders are expected to treat the information as confidential and to use it solely for emergency purposes.

Consent

By submitting a membership application, members consent to the collection and use of their emergency contact information as outlined in this policy. Members who wish to limit or revoke this consent may do so at any time by submitting a written request to the Secretary as the official custodian of records. The Secretary will update the official roster and communicate the update to those authorized to use the information.