

# Iowa League of Cities Membership Information Usage Statement

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It is vital to the Iowa League of Cities' advocacy and educational efforts that the League maintain databases regarding city demographic and contact information. The data is used and maintained daily by League staff to communicate with League members on a variety of topics. It is also used to support the League's advocacy efforts. Though much of this information is publically available from each individual city, the League has dedicated significant resources to collecting and maintaining this information. Access to survey and demographic information is determined on a case-by-case basis. Access to contact data for city officials is a very common request and League staff is guided by the following when dealing with contact (postal mailing) information requests:

What information is shared externally?

When information is provided externally, it is typically postal mailing information. Unless otherwise provided, the default mailing address for city officials is the same as the postal mailing information for City Hall.

The League will not provide email addresses outside the League membership, governmental agencies, affiliated programs or contracted third-party service providers. When email addresses for these entities are provided, it is with the understanding that the emails will not be used for political campaigning purposes. When deemed appropriate, the League may email the membership on behalf of other organizations.

The League provides administrative and managerial services to organizations that serve a subset of the League membership, such as professional organizations for city attorneys or city managers. As a convenience to our shared memberships, the League retains additional information about members of these groups. The contracts for these services will govern how this information is distributed.

Who has access to this information?

Only League staff members have immediate access to the League membership database. The League membership is able to look up contact information for other city officials through a protected area on the League's Web site.

Postal mailing information for subsets of the League's membership is sold to the general public as hard-copy mailing labels. Electronic access, including spreadsheets, to this membership contact information available to League associate members or conference sponsors, at an additional cost set by League staff.

How do I change city contact information in the League databases?

Following the municipal elections, the League conducts a massive information gathering process. The city clerk for each city provides the information at that time. The city clerk

may also revise this information online for any city contact at any time. In addition, individuals may contact the League office to revise their contact information. This information may be verified and modified to meet postal standards before it is included in the database. Please note that revising contact information may impact delivery of mailed and electronic publications.

#### League Associate Member information

Information about the League's Associate Members is handled differently than city official information. Contact information for Associate Members is publically available on the League's Web site.

When an organization joins the League as an Associate Member, they are asked to identify a primary contact. This primary contact is the only person that can change the information about an Associate Member. That change can be requested via email to the League offices. Changes requested through event registrations will be sent to the listed primary contact in an attempt to verify the information.

#### Sensitive information

The League does not store member social security numbers, credit card numbers or other sensitive payment card authentication data in its membership database.