

Military Pagan Network, Inc.

Standard Procedure

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Procedure No: A-2

Subject: Release of Information

Date(s) of Revision: 3/14/98
5/01/98, 1/28/99, 2/5/99

Responsible

Office: Administration

Effective Date: 3/14/98

Coordinators Approval:

New Procedure

Replacement X

*Denotes Change

I. Purpose:

To establish policies and procedures concerning the release of information from the Network's database, resources and membership lists. This does not apply to the exchange of information between members.

II. Scope:

Applicable to all members, directors and officers, without exception.

III. Policy:

It is the responsibility of the Network to protect its members from harassment from hostile forces as a result of the misuse of information. All information maintained by the Network shall be managed in accordance with the procedures outlined in this policy.

IV. Procedure:

A. Membership Information

1. NO phone numbers or social security number of any member of the Network will be released to any person without the written consent of the member prior to release.

2. Only those members that have an e-mail address and have consented to the publication of said e-mail address shall be listed in the public listing of members on the website maintained for the Network.
3. Only those members that have consented to having their address listed in the Membership Directory shall have their postal address given to other members of the Network.
4. All addresses of Points-of-Contact, both e-mail and postal shall be made available to all members of the Network, posted on the website, and made available to those individuals that are requesting contact information for the area that the Point-of-Contact lives.

B. Database Information Request

1. The information contained in the Network's Database of stores, groups, and bulletin board systems shall be made available to the general public. The request is made in writing by postal mails or by the submission of a form via the website maintained for the Network.
2. * A Point-of-Contact should process the request by:
 - a. If the POC receiving the request is not in the local requested area.
 - i. Forward the request to the POC of the local area, or to the National office if no POC is listed.
 - ii. Notify the requester that the request has been sent to the local POC and provide the contact information to that POC.
 - b. If the POC receiving the request is in the local area.
 - i. Research the local area for contacts on the base or in the region.
 - ii. E-mail or paper mail the resulted information to the requester.
 - iii. Forward the request and resulted information to the National office for archival.
3. The Resource Center shall process the database request by:
 - a. Collect all information for the base or region in question from the database.
 - b. Researching the State in question using resources available online via the Online Resource Center.
 - c. Collect the names addresses and e-mail of Points-of-Contact at the base or region in question.

d. E-mail or U.S. mail the resulted information to the requester.

*C. Information published in the Members E-mail list:

All information published on the Members E-mail list, members@milpagan.org, is to remain confidential and may not be reprinted without the permission of the Board of Directors or the original author and all authors of the replies to said information.

V. Media Requests for Interviews and Photographs of military Pagans

- A. With the exception for tabloid-type shows and the like, all requests for interviews or photographs shall be forwarded to the members of the Network for volunteers, unless the interview is specific for the Board or an Officer of the Network.
- B. No member of the Network shall have their photo taken by the media in association with the Network while in uniform.
- C. When speaking with the media, members shall make a clear distinction between when they are speaking of themselves and when they are speaking of the practices and procedures of Network.

VI. * Official messages over internet e-mail.

- A. Official announcements made via e-mail shall be made from the milpagan.org addresses or have [Official] in the subject line.
- B. Official posts made to message boards such as WWWBoard or any other script run message system shall be written from "Coordinator; MPN" and shall have the milpagan.org e-mail address included for private responses.

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