Democratic Party of Hawaiʻi
Membership Database Policy

Approved by the State Central Committee on February 21, 2021

Purpose & Intent:

The State Central Committee (SCC) of the Democratic Party of Hawaiʻi (DPH) believes a current and accurate membership database is an extraordinarily valuable asset and powerful tool, when used responsibly and effectively. It is also important that safeguards be established to protect the privacy of our members and to maintain the security of the database. To ensure this continues to be the case and to minimize abuse, this policy has been established. This policy will be regularly reviewed.

Definitions:

*Membership Database* in this policy will be defined as the VoteBuilder system and the membership data contained therein.

*Email System* in this policy will be defined as the HIdems system and the membership data contained therein.

Policy:

Only those members holding the positions outlined in this policy will have access to the Membership Database and Email System; and that access will be guided by the permissions outlined for their position. No one otherwise will be given access. Access will be regularly reviewed for accuracy. Amendments or revisions to this policy may be adopted by a majority vote with notice, at any regular meeting of the SCC or any special meeting of the SCC called for this purpose.

Access to the Membership Database and Email System will only be approved and granted after the following is completed:

- A request for access or updated access must be made directly to the SCC Secretary via email secretary@hawaiidemocrats.org by the individual requesting access.
- A copy of this Membership Database Policy will be provided to the individual requesting access, as well as posted to the DPH website.
- The SCC Secretary will determine if the individual’s request is approved as prescribed by this policy.
- Individuals with approved access will be required to:
  - Complete the DPH Database Policy Agreement Form (Form attached at the end of this policy) and submit it to the SCC Secretary. Those who do not submit this policy agreement and/or do not return it to the Secretary, will not be granted access.
  - Complete training on the use of the Membership Database and Email System. Those who do not complete the training will not be granted access respective to their Party position.
  - After training is completed, database administrator(s) will grant access as appropriate.
<table>
<thead>
<tr>
<th>Position</th>
<th>Membership Database (VoteBuilder)</th>
<th>Email System (HIdems)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State: Chair, Vice Chair, Secretary, and Asst. Secretary</td>
<td>View/Edit Statewide</td>
<td>View/Edit Statewide Email Statewide</td>
</tr>
<tr>
<td>Other State Executive Committee Members</td>
<td>View Statewide</td>
<td>View Statewide Email Statewide</td>
</tr>
<tr>
<td>County: Chairs, Vice Chairs, Secretaries, and Asst. Secretaries</td>
<td>View/Edit Statewide</td>
<td>View/Edit Statewide Email County</td>
</tr>
<tr>
<td>County Executive Committee Members</td>
<td>View Statewide</td>
<td>View Statewide Email County</td>
</tr>
<tr>
<td>SCC Members</td>
<td>View Statewide Folder - Constituency</td>
<td>View Statewide Email Constituency</td>
</tr>
<tr>
<td>Region Chairs</td>
<td>View Statewide Folder - Region</td>
<td>View Statewide Email Region</td>
</tr>
<tr>
<td>District Chairs</td>
<td>View Statewide Folder - District</td>
<td>View Statewide Email District</td>
</tr>
<tr>
<td>Precinct Presidents</td>
<td>View Statewide Folder - District</td>
<td>View Statewide Email Precinct</td>
</tr>
<tr>
<td>Caucus Chairs &amp; Secretaries</td>
<td>View Statewide Folder - Caucus</td>
<td>View Statewide Email Caucus</td>
</tr>
<tr>
<td>Permanent Staff</td>
<td>View/Edit Statewide</td>
<td>View/Edit Statewide Email Statewide</td>
</tr>
<tr>
<td>Temporary Staff, Volunteers, and other County &amp; District Officers</td>
<td>Varies; Access determined by Executive Director and approved by SCC Secretary</td>
<td>Varies; Access determined by Executive Director and approved by SCC Secretary</td>
</tr>
<tr>
<td>Database Administrators</td>
<td>All Administrative Functions</td>
<td>All Administrative Functions</td>
</tr>
</tbody>
</table>

For the purposes of this matrix, as of February 2021, "view" under VoteBuilder is intended to mean "Quick Look Up" or "Search By Individual", and Access to "Folder" means access to view the saved dynamic search corresponding to that constituency.

Election Use:

The DPH believes in fairness in elections. For internal DPH elections, Officers shall not have an unfair advantage by having the ability to contact members in their respective areas, while their opponents do not. To that end, all DPH members running for election or re-election to a party position may have access to the member contact information, as applies to that respective party position, on an equitable basis.
The Membership Database and/or Email System can only be used for the coordinated campaign for the general election and in races where the Democrat is running unopposed after the filing deadline.

Privacy and Personal Use:

All access to the Membership Database and/or Email System is granted for official DPH purposes only. At no time and under no circumstances may any of the information contained within the Membership Database and/or Email System be used for personal, professional, or any other non-DPH purpose. Users found to be in violation of this provision will immediately be denied further access.

A violation of this policy may constitute a violation of the DPH Bylaws.
DEMOCRATIC PARTY OF HAWAIʻI DATABASE POLICY AGREEMENT

Online form strongly preferred, please fill out the online link below unless you are unable to:
https://forms.gle/cXt7THzexA4kYYPL6

This is an agreement between the Democratic Party of Hawaiʻi (DPH) and the member named below.

- The membership information contained in the Membership Database is proprietary information belonging to the DPH and DPH only.
- The membership information contained in the Email System is proprietary information belonging to the DPH and DPH only.
- The Membership Database and Email System provided log in credentials may only be used by the individual who has been granted access per the DPH Database Policy.
- The Membership Database may be used for looking up member information within the scope of that specific user as set forth in the DPH Database Policy.
- The Email System may be used for contacting members within the scope of that specific user as set forth in the DPH Database Policy.
- DPH member information may only be used for DPH activities or business, DPH information dissemination, DPH supported events, polling of members to identify issues or obtain opinions to help develop local platforms and policies for the Party.
- The Membership Database and/or Email System can only be used for the coordinated campaign for the general election and in races where the Democrat is running unopposed after the filing deadline.
- The membership database may have deceased persons or persons who have moved, however, the data must only be updated, never removed or deleted.
- Information about members within the membership database may not be sold or shared with any person or entity outside of the DPH.

I understand the terms of this agreement and declare to have read the Membership Database Policy and adhere to the practices as an authorized user.

Member Name – Printed:

Signature:

Position Title:

Date:

- FOR OFFICE USE ONLY-

Authorized by: ____________________________ Date:

DEMOCRATIC PARTY OF HAWAIʻI
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