

*P² Collaborative of Western New York
E-mail Privacy Policy*

This E-mail privacy policy is intended to demonstrate our firm commitment to your privacy and the protection of your personal information.

All P² Collaborative of WNY E-mail distribution lists will be governed by the following:

1. All e-mails you receive will come directly from the P² Collaborative of Western New York.
2. All contact information is maintained and managed by P² Collaborative of Western New York employees. Your contact information will never be shared or sold without your express permission, except for the following reasons:
 - a. We are instructed by a court of law.
 - b. You are a member of a P² initiative or workgroup. Workgroup leaders will be given contact information for individuals who have expressed interest or have attended an initiative meeting for the purpose of follow-up. Contact information **will not** be shared with other coalition or work group members without the permission of **every** group member.
2. E-mail distribution lists are to be used only to send announcements and information directly related to the P² Collaborative of Western New York or its initiatives.
3. E-mail distribution lists will be used relatively infrequently and only for important announcements. On average, only one or two messages a week should be sent on a given email distribution list.
4. Messages sent over an email distribution list will be kept relatively short. Each announcement will be viewed by the relevant first-line coordinator. For example, an email distribution list for a given initiative will have as a subscriber the coordinator of that initiative. The coordinator of that initiative is responsible for reviewing the messages before they are sent and enforcing this policy.

If you no longer wish to receive E-mail notifications, please follow the instructions at the bottom of each E-mail. Or simply hit reply to an email and place UNSUBCRIBE in the subject line.

Privacy policy changes

This policy was created on February 22, 2010.