	<i>Leadership Corvallis Board of Directors Policy</i>		007
	Collection and Use of Participant Information		
	APPROVED BY BOARD: 4/5/12	REVIEWED BY BOARD:	STATUS: 04/05/12

1. POLICY

Leadership Corvallis collects information from participants for the purpose of delivering the program, selecting participants, evaluating classes, marketing the program, and creating a network within Corvallis to enhance community leadership. It is the policy of Leadership Corvallis to only use, maintain and disseminate information as described in the various instances below.

2. PROCEDURES

2.1 Application

Information on the application is captured to make a determination on class participation, scholarships and to enable class communications. Class application forms and references are retained in a secure location and are destroyed and/or deleted after five (5) years. Data may be aggregated and reported such that it does not reveal identities.

2.2 Class Feedback


Class feedback is obtained after each class and at the end of the program. Opportunity is provided to give feedback anonymously. Class feedback is aggregated by the Curriculum Chair and provided to the Board and the Curriculum Committee. Written comments are reviewed by the Program Host and Curriculum Chair and may be edited/summarized before being reported out to the Curriculum Committee and Board.

2.3 Class Pictures/Websites/Facebook/Press Releases

In the Leadership Corvallis *Waiver and Release of Liability Form*, participants agree for Leadership Corvallis to use their name and likeness for any purpose related to advertising, publicizing or promoting the Leadership Corvallis program. This release is a required element of Leadership Corvallis participation.

2.4 Yearbook

In the Leadership Corvallis *Waiver and Release of Liability Form*, participants agree for Leadership Corvallis to release or otherwise share whatever information she or he provides for inclusion in the Yearbook. This release is a required element of Leadership Corvallis participation. Leadership Corvallis may provide Yearbooks to non-profit and government groups in an effort to promote our graduates being able to connect with leadership opportunities within the community. Leadership Corvallis will inform these groups that this information is to be solely used for identifying individuals for leadership or volunteer positions. Leadership Corvallis will not provide an electronic version of this information to anyone outside of Leadership Corvallis Board of Directors and/or committee members.

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2.5 Leadership Corvallis Database

The database will be used to contact alumni and current class members to inform them of events, volunteer and board/commission opportunities, to collect information to further the mission of Leadership Corvallis, to solicit funding for Leadership Corvallis activities including scholarships, events, training, etc. and to collect names of potential future class participants. Leadership Corvallis will not provide a printed and/or electronic version of this information to anyone outside of Leadership Corvallis Board of Directors and/or committee members.