



Guidelines for Volunteers & Trustees regarding the website functions and data privacy

The Murray Hill Neighborhood Association is an all-volunteer association. We welcome and encourage members to be active as Trustees and on MHNA committees.

Volunteers must:

- Be a current member of the Murray Hill Neighborhood Association.
- Remember that you are representing The Murray Hill Neighborhood Association and its viewpoints when you communicate in person at MHNA events, through the website, eblasts or social media.
- Act in a professional manner when dealing with the public, being on a committee, communicating by phone, in person, or through emails, etc.
- Treat all MHNA data as confidential and private; it should be used only for MHNA purposes.
- MHNA collects some personal data from members, and from people who attend our events or purchase items on the website, including addresses, telephone numbers, email addresses, etc. This data should not be shared with other people or organizations without permission.
- Before you add email addresses to the MHNA email list, get permission. Anyone can sign up for our emails on www.murrayhillnyc.org, this should be encouraged rather than our adding their email address.
- If you wish to post logos on the website for event or program sponsors, first get permission from the businesses to post their logos.
- If you have access to administrative functions on the website, change your password so that it is at least 8 characters, including alpha and numeric.
- Do not share your password with others.
- If you are processing credit cards on a mobile device, use the phone's secure 4G connection to the internet. Never process credit cards over a public Wi-Fi network.
- If you become aware of a data breach or issue with the website, notify the MHNA website administrator immediately.