

<b>Subject: Membership Records and Member Identification Policy</b>			<b>Policy No.: 138</b>
<b>Original Issue: 09/16/1994</b>	<b>Last Revised: 01/25/2013</b>	<b>Last Reviewed: 01/25/2013</b>	<b>Page: 1 of 1</b>
<b>Board Policy 75 is revoked and replaced with Board of Trustees Policy 138</b>			

### PURPOSE

Maintain and control a membership database to provide optimum service to the Jemez Mountains Electric Cooperative, Inc. (JMEC) members while protecting the privacy of their personal and demographic data.

### ACCOUNTABILITY

The General Manager is accountable for the implementation of and adherence to this policy.

### SCOPE

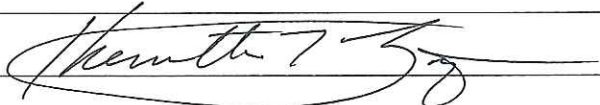
JMEC will, at all times, maintain accurate records of all members. This membership database contains demographic and other information on members and individuals including, but not limited to:

- a. social security number;
- b. or other number identifying the applicant (e.g. passport, driver's license)
- c. addresses (physical and mailing); and
- d. phone numbers

### POLICY

JMEC will maintain a central file of all transactions, correspondence, Application for Membership, and records for each individual member. The data may only be used for necessary business of the Cooperative. Under no circumstances will any portion of the JMEC database be given to any outside person or organization without the written approval of the General Manager or his or her designee.

Members can correct and update their information at any time by notifying Membership Services or Consumer Services. Applicants will not be accepted for membership in the Cooperative unless the applicant has provided a social security number or other number identifying the applicant.

	Chairman of the Board	Date: <u>1/25/2013</u>
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