

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 112**

**SUBJECT:                PRIVACY PRINCIPLES FOR MEMBER INFORMATION**

**POLICY:**

**I.        OBJECTIVE:**

Egyptian Electric Cooperative Association is a member-owned and member-controlled electric cooperative. Egyptian Electric Cooperative Association operates on a not-for-profit basis for the benefit of its members. Accordingly, the Board has adopted this Policy on Privacy of Member Information to establish fair information principles for Egyptian Electric Cooperative Association in carrying out its responsibility to respect the privacy of personally identifiable information about members.

**II.       CONTENT:**

- A. Notice: Egyptian Electric Cooperative Association publicly discloses its policies and practices for the collection, maintenance, use, and disclosure of personally identifiable information about members.
  
- B. Trust: Egyptian Electric Cooperative Association maintains information about members suitable for its operations and for the benefit of its members. It collects personally identifiable information only by fair and lawful means and for appropriate purposes. It maintains the information in an accurate, complete, and timely manner as necessary for the purpose for which the information is to be used. Members may examine service, billing, and capital account information about themselves and may correct any inaccurate, incomplete, or untimely information. Members can accomplish this by contacting the cooperative office.
  
- C. Security: Egyptian Electric Cooperative Association maintains member information with reasonable and appropriate technical, administrative, and physical safeguards to protect against foreseeable hazards such as loss, unauthorized access, destruction, misuse, modification, and improper disclosure.
  
- D. Member Information:
  - 1. Use and Disclosure: Egyptian Electric Cooperative Association uses and discloses personally identifiable information about members in responsible ways to carry out its operations. It uses identifiable information in support of affiliated subsidiaries that

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add to the financial well being of the members of Egyptian Electric Cooperative Association. It allows members to exercise denial of disclosure of personal information to affiliates offering new products and services. Any member wishing to deny use should contact the cooperative office to exercise this right of choice. The cooperative does not sell, rent, loan, exchange or otherwise release mailing lists or telephone lists of members to non-affiliates for any reason.

2. Election: The membership list will be made available for viewing to the candidates for the Board of Directors. Viewing of the list will be restricted to the Cooperative office and any mailings that the candidate may want done shall be done by the Cooperative at the candidate's expense.

**III. RESPONSIBILITY:**

- A. The Board of Directors is responsible for annual review of this policy and making whatever changes necessary to maintain the trust of the members.
- B. The Executive Vice President/General Manager is responsible for implementation of this policy and for recommending necessary changes to the Board for their consideration.

Adopted: 11/23/2004

Gilbert Kroening, Secretary