

# **Personal Contact Information Policy**

## **Purpose:**

To protect individuals who volunteer to participate on Committees or Boards. This also complies to the provision: "Title 1 M.R.S.A. Section 402 (3)(0). Public Law 2005, Chapter 381, effective September 17, 2005, which amends the "Freedom of Access Act" by amending the definition of "Public Record."

## **Policy:**

This statement of Town Policy is to comply with State of placeStateMaine Law. This policy requires that the "personal contact information" of most Municipal officials, including appointed board or committee members, will be confidential.

## **Scope:**

Personal contact information means home addresses, home telephone numbers, home fax numbers, home e-mail address, personal cell phone numbers and personal page numbers. This does not apply to elected officials information.

The compiling of personal information is allowed in order to conduct committee, board or town business. However the personal contact information cannot be provided or distributed to the public. No employee of the Town of placeCityOtisfield, Appointed Committee or Board member, or elected official will collect and or provide "personal Contact Information" as described above. Information, if available, in other forms will not be protected

## **Accountability:**

All employees, elected officials, appointed Board or Committee members are responsible for enforcing and adhering to this policy.

Violation of this policy could lead to but not be limited to termination or removal from Board/Committee.

I have read the above policy and agree to abide by the rules set by the Board of Selectmen.

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Signature

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Printed name

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Date

Approved 010406