

MEMBER INFORMATION AND REQUEST POLICY

I. OBJECTIVE

To establish a policy relating to the request and dissemination of member and cooperative information.

II. POLICY

- A. Upon a member request, pursuant to section D below, for information about the cooperative or its operations, GVEA will make reasonable efforts to accommodate the member's request.
- B. When requests for information about a member, including but not limited to, personal information and electricity usage or patterns, such information will not be provided except in accordance with sections D through F below.
- C. GVEA will not reproduce or make available its membership or mailing lists for any purpose other than the direct conduct of GVEA business and to candidates only in conjunction with director elections.
- D. A GVEA member who desires to examine and make copies of GVEA's books and records must submit a written request for inspection and copying to the President & CEO. The written request must specify (1) the documents the member desires to inspect and copy; and (2) the purpose of the member's request. If the President & CEO, on advice of counsel, determines that the purpose of the request is proper, they will grant the request and allow the inspection and copying. Such inspection and copying will occur during business hours at times convenient to GVEA. A member who receives copies of such records will pay GVEA (at the time the member receives the copies) the charges specified in GVEA's Tariff Schedule of Deposits and Charges.
- E. Information requested by subpoena or as otherwise required to be disclosed by law will be provided to the appropriate entity specified in the subpoena or legal request. GVEA will keep the requested information confidential when the subpoena or legal request requires that it be kept confidential. If a subpoena or legal request does not require confidentiality, the information will be placed in the member's file.
- F. Information and work documents, which are prepared for or used in an executive session are confidential and will not be provided to members or others, except when such disclosure is required by law or the information is subsequently made public.

III. RESPONSIBILITY

The President & CEO will be responsible for ensuring compliance with this policy.

ADOPTED: April 15, 1987
AMENDED: November 25, 2019