

Policy on the use of member contact information for Key Club and CKI

In order to better communicate with Key Club and Circle K members, email addresses have become a required field in the Membership Update Center. This requires the members, their advisors, and the host institutions to have trust in Kiwanis International staff and volunteers who have access to this information. On the district level, this information should be accessed only by the designated district administrator. By providing this information, a Key Club/CKI member will only receive communications from Key Club/Circle K International and their Key Club/Circle K district.

As a district administrator, you are expected to use this information for communication only for district-related business. This may include:

- Monthly newsletter for members
- Monthly newsletter for club presidents
- Announcing new issues of district publications
- Promoting district events
- Announcing results of elections and/or changes to district policies that affect members

If a member or advisor requests to no longer receive emails from the district, communication must cease immediately.

Key Club/Circle K International and your district are the only entities that can use this information. It can not be provided to external entities such as businesses, charitable organizations, or individuals (including other Kiwanians). The district administrator should protect this information carefully.

Should member contact information be compromised and used for any other purpose, the district administrator access to this information will be suspended for investigation, and the Kiwanis District Governor will be notified immediately.