

SPHS Alumni Association Class Representative Privacy Compliance Agreement

I, _____, am the class representative or a member of the Reunion Committee for the Class of _____. I agree to comply with the terms of the South Pasadena High School Alumni Association (“SPHSAA”) Privacy Policy, which states as follows:

“The South Pasadena High School Alumni Association is committed to respecting and maintaining the privacy of its members and SPHS alumni. We do not sell or make public any of the contact information that is provided to us by our members and SPHS alumni.

From time to time we assist in mailings by other non-profit organizations to our members and/or SPHS alumni that relate to the South Pasadena High School and/or the City of South Pasadena when we deem such mailings to be advantageous to our members. However, we do not release control of our database or provide lists of such information to any other entities. If any members or SPHS alumni do not wish that their information to be shared in this fashion, they may opt-out by forwarding their request to the Director of Alumni Records.

Occasionally we receive requests from members and/or other SPHS alumni for the contact information of other SPHS alumni. Our policy is to contact the person whose information is requested, notify them of the request, and provide them with the requesting person’s name and contact information, and allow them to choose whether to respond to the requesting person.

Finally, as part of our efforts to facilitate SPHS class reunions, we provide contact information to SPHS alumni class representatives for reunion mailings and communications. In return, we ask the class representatives to provide us with updated contact information obtained from their classmates once their reunion is completed.”

I further agree not to publish or disclose to others any of the personal information that I obtain from my classmates and/or SPHSAA, except as described below in the “Procedures for Responding to Requests for Personal Information.” “Personal information” shall include the classmate’s name, home, business or other address, telephone number, email address or any other personal information as that term is defined in Civil Code §1798.80(e). I also agree not to provide access to any such personal information to other members of my class Reunion Committee unless and until they have provided me with a signed copy of this Agreement.

Procedure for Responding to Requests for Personal Information:

In the event that I am asked by anyone other than SPHSAA or its authorized representatives to provide any personal information relating to any of my classmates, I will advise the requestor that I will follow the following procedure *if they so elect*: I will forward the request to the classmate whose personal information has been requested, will notify them that the requestor has requested their personal information and will provide them with the requestor’s contact information. I will leave it up to the classmate whose information has been requested to decide whether and how they wish to respond and will have no further involvement on arranging the possible contact between the classmates. If the requesting party declines to allow their contact information to be provided to the classmate whose information is sought, I will take no further action.

I agree promptly to provide a signed copy of this Agreement, as well as copies of any other signed Agreements obtained from my class Reunion Committee members, to the SPHSAA Reunion Director at: reunions-sphsaa@sphsaa.org or to mail them to SPHSAA, P.O. Box 1219, South Pasadena, CA.

Print name: _____ Cell phone # _____

Postal mailing address: _____

Dated: _____

Signed: _____