

Knights of Columbus Guidance on Privacy, Technology, and Protection of Membership Information

For full guidance, please visit the Officers Desk Reference available to select officers of the Knights of Columbus via Officers Online. Visit the second section from the bottom entitled:



Officers Desk
Reference

PROTECTION OF MEMBERSHIP AND FINANCIAL INFORMATION

Disclaimer of Endorsement

Any reference to a specific product or service does not constitute or imply an endorsement of that product or service by the Knights of Columbus.

Protection of Membership Information

Councils must safeguard their membership rosters and membership information and membership rosters, taking reasonable steps to ensure that such information is not improperly disclosed or misused.

Membership rosters contain the entire list of a council's members. Membership information encompasses council members' personally identifiable information that includes, but is not limited to, full name, date of birth, membership number, government identification number, residential address, email address, and/or phone number.

Membership rosters and membership information should not be published or distributed in hard copy or electronic form unless required for ordinary fraternal business, and only the minimum amount of information may be disclosed. When personally identifiable information needs to be transmitted or distributed electronically, the information should be encrypted.

Use unique and complex passwords for any council web accounts and utilize security questions that are not easily guessed.

