

Policy 3.012.            Use of the C.E.S. Mailing List

The C.E.S. mailing list shall be used and maintained according to the strictest standards of confidentiality. No mailing list or any part of a mailing list or any part of a bulk mailing will be made available for use or examination by any person or organization, commercial or non-commercial, other than officials and employees of C.E.S., nor will any mailing list or any part of a mailing list be copied, sold or given to any person or organization, profit or non-profit, except where required by the laws of the State of Connecticut and/or under direct order of a court of competent jurisdiction.

“Mailing list” shall mean a list of names and addresses of students and employees, parents of students and Council members.

Use of all or any part of the mailing list of C.E.S. will be limited to officially sanctioned projects and activities of the C.E.S. organization which shall include such cooperative activities with other organizations as are deemed valuable to the goals and objectives of C.E.S. Cooperative activities with other organizations will require that all C.E.S. mailing list handling and subsequent mailing will be done by C.E.S. staff and appropriate charges made to the cooperating organization.

ADOPTED: December 13, 1990

REVISED: June 1, 2000

NOTE: This policy does not apply to resource lists.