



## **Democratic Party of Hawai'i Membership Database Policy**

Approved by the State Central Committee on February 21, 2021

### Purpose & Intent:

The State Central Committee (SCC) of the Democratic Party of Hawai'i (DPH) believes a current and accurate membership database is an extraordinarily valuable asset and powerful tool, when used responsibly and effectively. It is also important that safeguards be established to protect the privacy of our members and to maintain the security of the database. To ensure this continues to be the case and to minimize abuse, this policy has been established. This policy will be regularly reviewed.

### Definitions:

*Membership Database* in this policy will be defined as the VoteBuilder system and the membership data contained therein.

*Email System* in this policy will be defined as the HIdems system and the membership data contained therein.

### Policy:

Only those members holding the positions outlined in this policy will have access to the Membership Database and Email System; and that access will be guided by the permissions outlined for their position. No one otherwise will be given access. Access will be regularly reviewed for accuracy. Amendments or revisions to this policy may be adopted by a majority vote with notice, at any regular meeting of the SCC or any special meeting of the SCC called for this purpose.

Access to the Membership Database and Email System will only be approved and granted after the following is completed:

- A request for access or updated access must be made directly to the SCC Secretary via email [secretary@hawaiidemocrats.org](mailto:secretary@hawaiidemocrats.org) by the individual requesting access.
- A copy of this Membership Database Policy will be provided to the individual requesting access, as well as posted to the DPH website.
- The SCC Secretary will determine if the individual's request is approved as prescribed by this policy.
- Individuals with approved access will be required to:
  - Complete the DPH Database Policy Agreement Form (Form attached at the end of this policy) and submit it to the SCC Secretary. Those who do not submit this policy agreement and/or do not return it to the Secretary, will not be granted access.
  - Complete training on the use of the Membership Database and Email System. Those who do not complete the training will not be granted access respective to their Party position.
  - After training is completed, database administrator(s) will grant access as appropriate.

DEMOCRATIC PARTY OF HAWAII

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<b>Position</b>	<b>Membership Database (VoteBuilder)</b>	<b>Email System (HIdems)</b>
State: Chair, Vice Chair, Secretary, and Asst. Secretary	View/Edit Statewide	View/Edit Statewide Email Statewide
Other State Executive Committee Members	View Statewide	View Statewide Email Statewide
County: Chairs, Vice Chairs, Secretaries, and Asst. Secretaries	View/Edit Statewide	View/Edit Statewide Email County
County Executive Committee Members	View Statewide	View Statewide Email County
SCC Members	View Statewide Folder - Constituency	View Statewide Email Constituency
Region Chairs	View Statewide Folder - Region	View Statewide Email Region
District Chairs	View Statewide Folder - District	View Statewide Email District
Precinct Presidents	View Statewide Folder - District	View Statewide Email Precinct
Caucus Chairs & Secretaries	View Statewide Folder - Caucus	View Statewide Email Caucus
Permanent Staff	View/Edit Statewide	View/Edit Statewide Email Statewide
Temporary Staff, Volunteers, and other County & District Officers	Varies; Access determined by Executive Director and approved by SCC Secretary	Varies; Access determined by Executive Director and approved by SCC Secretary
Database Administrators	All Administrative Functions	All Administrative Functions

For the purposes of this matrix, as of February 2021, "view" under VoteBuilder is intended to mean "Quick Look Up" or "Search By Individual", and Access to "Folder" means access to view the saved dynamic search corresponding to that constituency.

**Election Use:**

The DPH believes in fairness in elections. For internal DPH elections, Officers shall not have an unfair advantage by having the ability to contact members in their respective areas, while their opponents do not. To that end, all DPH members running for election or re-election to a party position may have access to the member contact information, as applies to that respective party position, on an equitable basis.

**DEMOCRATIC PARTY OF HAWAI‘I**

Policy: [DPH\\_2020-2022\\_P.4.A](#) (This Administration Policy Replaces [DPH\\_2020-2022\\_P.1.E](#))

The Membership Database and/or Email System can only be used for the coordinated campaign for the general election and in races where the Democrat is running unopposed after the filing deadline.

Privacy and Personal Use:

All access to the Membership Database and/or Email System is granted for official DPH purposes only. At no time and under no circumstances may any of the information contained within the Membership Database and/or Email System be used for personal, professional, or any other non-DPH purpose. Users found to be in violation of this provision will immediately be denied further access.

A violation of this policy may constitute a violation of the DPH Bylaws.



**DEMOCRATIC PARTY OF HAWAII DATABASE POLICY AGREEMENT**  
**Online form strongly preferred, please fill out the online link below unless you are unable to:**  
<https://forms.gle/cXt7THzexA4kYYPL6>

This is an agreement between the Democratic Party of Hawai'i (DPH) and the member named below.

- The membership information contained in the Membership Database is proprietary information belonging to the DPH and DPH only.
- The membership information contained in the Email System is proprietary information belonging to the DPH and DPH only.
- The Membership Database and Email System provided log in credentials may only be used by the individual who has been granted access per the DPH Database Policy.
- The Membership Database may be used for looking up member information within the scope of that specific user as set forth in the DPH Database Policy.
- The Email System may be used for contacting members within the scope of that specific user as set forth in the DPH Database Policy.
- DPH member information may only be used for DPH activities or business, DPH information dissemination, DPH supported events, polling of members to identify issues or obtain opinions to help develop local platforms and policies for the Party.
- The Membership Database and/or Email System can only be used for the coordinated campaign for the general election and in races where the Democrat is running unopposed after the filing deadline.
- The membership database may have deceased persons or persons who have moved, however, the data must only be updated, never removed or deleted.
- Information about members within the membership database may not be sold or shared with any person or entity outside of the DPH.

I understand the terms of this agreement and declare to have read the Membership Database Policy and adhere to the practices as an authorized user.

Member Name – Printed:

Signature:

Position Title:

Date:

Authorized by: \_\_\_\_\_ - FOR OFFICE USE ONLY- Date: \_\_\_\_\_