

West Vincent Township

Mailing List Policy

Adopted October 13, 2014

The Secretary and/or Building Department Clerk maintains a database with information on the currently residents of the Township, including postal and e-mail addresses if supplied by the resident. This is used, amongst other things, for the newsletter mailings, for distribution of items of interest to Township residents, for announcements about the Township meetings or events, and for occasional mailings to the residents about news or feedback from the residents. The list is constantly being updated as property transfer information arrives. Inquiries have recently arisen concerning requests for the list for mailings not directly concerned with the Township, either in the form of mailing labels or electronic lists. Concerns about protection of the residents' privacy rights and the administrative burden of providing such lists must be weighed against the potential benefit to residents from such expanded access. The following is the current official policy about resident mailing lists of the Township:

1. The list of current residents is a confidential document that belongs to West Vincent Township for purposes related to the government of the Township. It will not be made available to outside parties. Electronic lists, whose future usage cannot be controlled, will not be made available to outside parties.
2. All residents will be listed in any directory, printed or electronic, with full postal and e-mail addresses, if available. The effort of keeping track of individuals' preferences about whether or not to be listed or what information to provide does not appear warranted by any reasonable prospects for misuse, given the other protections about access discussed elsewhere in this policy.
3. An updated e-mail list of the current residents can be prepared at any time (together with a list of postal addresses for residents for whom we do not have a current e-mail address) for use by the Township staff for Township business or the Township's committees or commissions. This list can be used to notify residents of Township business or alert them to more detailed information newly posted on the website.
4. The Township will explore the possibility of using the website as a means of polling the residents on specific issues as they arise, again via some password-protected login mechanism.