The email:
Dear _____

Region 9 is very grateful that you are willing to be on our Sponsors list.

We would like you to know about privacy guidelines we are adopting with regards to this list, and to receive your confirmation by return email that you understand these guidelines and that you allow Region 9 to send out your name, contact information, and other information about your ability to sponsor (altogether: the "**Sponsor Information**", to other compulsive eaters in Region 9.

Upon receiving your acceptance of these guidelines, your first name, email address, gender, country of residence and other information about your ability to be a sponsor (language, types of communication) will be added to the Region 9 Sponsors list.

This master list will be stored in the Region 9 Dropbox, and will be updated there each year. Access to the Region 9 Dropbox is limited to the Region 9 Board, Region 9 committee chairs, and other OA members giving service in Region 9 (approximately 20 people - all OA members). Throughout the year, other copies of this list will be stored and updated as necessary by the Region 9 Sponsors List coordinator/s on their personal computers.

The Sponsors List coordinators will be distributing the "**Sponsor Information**" that you have provided, to members of OA in Region 9 who are seeking sponsors, and for whom your attributes match their sponsor search criteria.

This list will ONLY be used for this specific purpose, and it will not be shared with other people, inside or outside OA.

This master sponsors list in the Region 9 Dropbox will be updated once a year, with previous versions of the list **deleted**. At any time you can inform the Sponsors List coordinator/s or a member of the Region 9 board of your desire to be removed from the list.

Thank you for again for your willingness to be of service as a sponsor to members of OA in Region 9.

If you understand and accept these guidelines, please respond by email clearly stating, **"I understand and accept the Region 9 Sponsors List guidelines regarding the privacy of my personal information."**

And, if you do agree, then we kindly ask you to provide the following information:
First name:
Gender:
Country:
Languages to sponsor:

Communication options (phone/email/whatsapp/skype/other)
Please provide the contact details for each medium of communication:

We will ask you to send us updated information in this category each year, to make sure all our data is up to date.

Yours in recovery,

OA R9 Sponsors List Coordinators

Guidelines for you, the Sponsors List Coordinators:

1. Make sure you have a password on your computer.
2. If other people in your house or work use your computer, make sure that access to your personal email is also password protected.
3. If you access this email via your smartphone or other device (tablet/iPad, etc), make sure they are also password protected.
4. Make sure that your computer is updated to include the latest security updates (usually your computer will remind you to do this).
5. Use the "sponsors@oaregion9.org" email for all correspondence between yourselves and OA members when doing this service.
6. When sending emails to a list of recipients, make sure the list of recipients is in the "BCC" field.
7. If you print the lists and data, please make sure the printed pages aren't left lying around the house, and they are destroyed when no longer needed.
8. If by mistake, you send the personal information of one of the available sponsors, to someone other than the intended recipient, please notify the OA General Officer (info@oaregion9.org) right away.

If you want to read more information about GDPR and data protection, please go here:
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/

We also recommend you view the OA guidelines for Anonymity in the Digital World.
https://oa.org/files/pdf/Anonymity-Guidelines-V2-proof.pdf