

Mailing List Policy

K-State Research and Extension is committed to a policy of openness, honesty and cooperation with members of the public and the news media.

Mailing lists are maintained for the purposes of emailed, mailed, text, and social media communications. Appropriate management of these lists is important because Extension has a responsibility to those people about whom information has been collected, to protect the information and appropriately steward its use. Management of mailing lists is also necessary to ensure they are used only for purposes appropriate to a publicly funded organization. As a USDA cooperating organization, Extension also has the responsibility to ensure lists are created and updated with the intent of providing equal access to information by the appropriate inclusion of racial/ethnic minorities, members of both sexes and the disabled. All program participants should be provided with the opportunity to join mailing lists. It is considered best practice to ask for race, ethnicity and gender when someone signs up for a mailing list. Participants should have the option of opting out of a mailing list at any time.

All mailing lists developed by Extension faculty and staff, in the course of their employment responsibilities, are reserved solely for use in furthering the professional and educational goals of Extension and its programs. Commercial transactions should not be conducted through Extension mailing lists. Lists may not be used for personal purposes, to express personal opinions unrelated to the Extension-related work nor may they be shared with other organizations or individuals. Communications that may be interpreted as inappropriate to a public organization or workplace, including expressions of religious belief, political commitment and Extension business are prohibited. Use of Extension lists by Extension faculty and staff to conduct commercial transactions are prohibited.

July 2020