

**Glacier Electric Cooperative, Inc.**

**Policy # 421**

**Member Access to Information and Data**

**And**

**Identity Theft**

**I. OBJECTIVE**

To Establish

- (a) The types of information routinely available to members without restriction or condition;
- (b) The types of information available to members upon purpose-stated request and a related request form.
- (c) To Protect member information against identity theft.

**II. POLICY:**

- (d) General

One of the ideals of the cooperative is to promote a well-informed membership as to all information and data that will:

- (1) Keep members abreast of their cooperative's activities, operations and financial condition,
- (2) Make them knowledgeable of the cooperative's directors, officers and employees,
- (3) Inform them of, and encourage their active support of and participation in, cooperative plans and programs for efficient and safe use of electric energy and sound community development,
- (4) Encourage their full and active participation as members in the cooperative's affairs through attendance of and voting in member meetings and otherwise, and
- (5) In general, promote a "good neighbor" and "good citizenship" philosophy between and among the cooperative, its members, and public at large and other related organizations and agencies, including government.

In furtherance of this ideal, the cooperative will make available to its members, upon request, information and data that is relevant to their interests as members, requested for a proper purpose and the revelation of which will not be adverse to the best interests of the cooperative or its other members, in accordance with the following standards and conditions.

(e) Oral request may be made with proper identification

Subject to subparagraphs c, d and e, upon oral request and proper identification of the requesting member, routine information and data will be made available as promptly as possible during normal business hours, and will include but not necessarily be limited to the following:

- (1) The cooperative's articles of incorporation, bylaws, rates, charges, and service rules and regulations;
- (2) Operating and other financial reports that are regularly made to the United States Rural Electrification Administration and/or National Rural Utilities cooperative Finance Corporation;
- (3) Monthly or other periodic or special operating and financial reports submitted by management to the Board of Trustees;
- (4) Adopted work plans for the cooperative's future construction, operation and maintenance of its general plant and electrical system;
- (5) Formal audit reports rendered periodically by independent auditors;
- (6) Adopted budgets for current and future operations and capital improvements;
- (7) The minutes of any prior member meeting;
- (8) Any publications the cooperative may have for general distribution relating to the efficient or safe use of electric energy, cooperative energy use and conservation programs, and the like; and
- (9) Publications subscribed or otherwise obtained by the cooperative bearing on one or more aspects of its organization and operation.

(f) Formal Written Requests

Subject to subparagraphs c, d and e, upon formal written request on the attached form, stating a proper purpose that is relevant to the requesting member's interests as a member, and whereby the member specifies a proper use to which he will or may put the information and data, and covenants not to furnish it to non-members or put it to any use other than as stated, non-routine information and data will be made available as promptly as possible at reasonable times during normal business hours.

The cooperative will not release any information or data in relation to any pending lawsuit against it, any of its officers or employed personnel, except upon appropriate court order or upon the advice of counsel, approved by the Board of Trustees.

The cooperative will not release any information or data

- (1) That will unlawfully invade any person's privacy;
- (2) that is of a confidential nature, such as an employee's individual employment file or a budgeted but unpublished minimum or maximum for future facilities or contract work that will be negotiated or let to bid;
- (3) That would violate any agreement with third parties with respect to trade secrets;
- (4) That if so published might subject the cooperative to an adverse action, in law or in equity, or by a regulatory agency;
- (5) That if so published would adversely affect the cooperative in its negotiations with third parties for any purpose;

- (6) That if so published would otherwise adversely affect the cooperative unduly out of proportion to the possible rightful interests of the requesting member;
- (7) That would violate the privilege of confidential communication between the cooperative and its attorney.
- (g) The cooperative will furnish, free of cost, copies of the items listed under subparagraphs 2 (b) 1 through-9 and any of the other items covered under paragraphs (c) and (d) that, in the cooperative's sole discretion, will entail only minimal copy cost. Otherwise, the requesting member shall bear the cost of such copying, which will be done on the cooperative's premises or, if necessary, at some other place with one or more cooperative personnel or its attorney retaining custody of the items and being present during their copying. In the event that items may be furnished only after having certain content edited for publication, the requesting member shall pay the cost of the editing unless the cooperative, in its sole discretion, determines the cost of such too minimal. With respect to all items covered under subparagraphs (c) and (d), other than those covered under subparagraphs (b) 1 through 8, the cooperative reserves the right, if in its sole determination such is appropriate, to have its attorney or one or more of its personnel present during all times that a member is reviewing or copying such items.
- (h) Whenever any member requests any item covered by subparagraphs (b) and (c) other than subparagraphs (b) 1 through 8 that fact will, prior to making any such item available to him, be communicated to and approved by the general manager or, in his absence, the cooperative's attorney. With respect to items covered under subparagraph (c) or that may be affected by subparagraph (d), the general manager, before making such item available, shall without fail consult with cooperative's attorney. If, after such consultation, they are in agreement as to whether the item will be made available, the general manager will proceed accordingly. If, after such consultation, either concludes that the item should not be made available, the general manager will withhold the item pending consideration of the request by the Board and its action thereon. With respect to items covered under subparagraph (b), other than (b) 1 through 8., the general manager, if he entertains any doubt whatsoever that the information or data should be withheld, shall similarly consult with the cooperative's attorney and the matter shall be treated as above provided for items under subparagraphs (b) and (d). In any event, the general manager, at the first next meeting of the Board, shall report thereto on all such requests other than as covered by subparagraphs (b) 1 through 8.

### III. RESPONSIBILITY:

The General Manager shall be responsible for the enforcement of this policy and shall recommend to the Board or its committee any changes deemed desirable.

Approved:

Date: 6-26-08

President:

Lee J. Judd

**GLACIER ELECTRIC COOPERATIVE, INC.**

Request for Information or Data

I, the undersigned, hereby state that I am a member in good standing of the cooperative. The information or data I hereby request is for no one's use other than mine or one or more other members of the cooperative. The specific information I am requesting is as follows:

The purpose for which I request the foregoing specified information is, specifically, as follows:

The sole use(s) to which I will put the requested information is, specifically, as follows:

I hereby covenant that I shall not allow the requested information to be used in any way or for any purpose other than as set forth above.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\*Name and address should be as contained in the cooperative's records.