

BLACHLY-LANE ELECTRIC COOPERATIVE

Procedure 2525

Section: Member and Consumer Relations

Subject: Member Requests for Information

I. OBJECTIVE

BLEC is committed to openness and transparency. Education and participation of members is important and BLEC will make every effort to provide timely, usable information to its members. BLEC is also committed to protecting individual member information and other confidential business and employee information.

II. PROCEDURE

Information will not be released that is confidential, proprietary, subject to HIPPA regulations or might impact the right to privacy of members or employees without authorization of the General Manager. BLEC will not provide information to a member that is prohibited by federal or state law, or BLEC's Bylaws, Policies, Procedures, or Board action. A member requesting information may review the provided information in BLEC's office, but may not copy or physically remove such information unless otherwise permitted by the Board Chairperson or the General Manager. If the Board Chairperson or the General Manager reasonably believes information requested by a member will be improperly disclosed to the public or otherwise misused, the Board Chairperson or General Manager may refuse to provide the requested information.

BLEC reserves the right to determine the format of the information provided.

III. RESPONSIBILITY

The administration of this procedure is the responsibility of the General Manager.

APPROVED by



General Manager

FOUNDATION DATE: 30-140, 3-2-98
DATE LAST AMENDED: 11-15-13
REVIEW SCHEDULE: As Needed