



# Association of Contingency Planners Vulnerability Alert No. 3

From: ACP Corporate Information Director  
May 7, 2009

## Overview

It was discovered today through the Google Search engine that a 2006 ACP Chapter Board Information spreadsheet – with all of the chapter officer names and contact information – could be picked up by the search engine from a chapter web site. The particular chapter web site did not have a secured Members Only section and the document, although no longer linked to their site, was available to anyone who picked it up in their search result.

*As members of ACP we must protect our member information. As Information Directors, we are responsible to make sure that we do not post member information on our chapter web sites in publicly accessed areas. Member information can be grabbed by search engines and be used for unsolicited marketing purposes. ACP does not provide our chapter membership information to anyone outside the organization in the effort to protect our members from telemarketing calls and vendor solicitation. Any exceptions to the restricted use of the membership information must be reviewed and approved by the ACP Corporate Board of Directors. The Board's approval for the release of member information would only be for purposes of increasing the knowledge of its members or advancing the ACP organization as a whole.*

*Excerpt from the ACP Code of Ethics:*

*Use the ACP membership list for Association business only and not furnish the membership list to non-members without the written permission of the ACP Corporate Board of Directors;*

## Actions:

1. Check your web sites and make sure you have not posted membership information in the unsecured section of your web site. Check for your chapter membership list or the Corporate Board's Chapter Board Information spreadsheet which is maintained by the ACP Board Administrative Officer.
2. Remove the links on your chapter web site for all membership lists that are on any unsecured sections of your chapter web site.
3. If you have membership information posted in unsecured sections of your site, delete the files from your local PC copy of your web site AND the "remote" (web server) – the production copy of the web site.
4. If you do have a secured Members Only section, remember to delete all copies of documents no longer linked to the chapter web site on the web server (remote). Don't accumulate old files on the web server.

If you have any questions about this information, please contact me. [gstouffer@idc-partners.com](mailto:gstouffer@idc-partners.com)