



## Privacy Notice

\_\_\_\_\_ takes your privacy very seriously. This notice explains how the club collects your personal data, how it is used, the conditions under which the data may be disclosed to others and how it's kept secure.

The club may collect your name, address, phone number and email, via our sign-in sheet and membership application. This information is used for a variety of club-related purposes, but mostly to keep you informed of club and organizational news. The information will be retained for as long as you would like it to be, and you always have the right to ask the club to remove any of the information from our records. We may also need payment information to process dues, which we will quickly dispose of after processing.

The club will never sell your data. Your information will not be deliberately shared with a third party for their marketing purposes.

World Headquarters, which is located in the United States, will receive your information via the membership application. The club may use Listserv software (which helps to create an easy to use email recipient list) to organize our communications to you. The club vets these companies in advance to make sure they are compliant with the current laws and regulations, and to make sure they will use your information only for the stated purpose.

**\*Use this section if your club keeps its own roster.** In addition to submitting your information to World Headquarters, \_\_\_\_\_ keeps its own roster on hand. The information on this roster is kept in a locked or password protected location and is only accessible by \_\_\_\_\_.

The accuracy of your information is important to us. Should your information change, or should you not want your information stored any longer, please reach out to \_\_\_\_\_. You also may request to view your personal data we hold at any time.

You have a choice about how and whether or not you wish to receive information from the club. Please select your choices by checking the relevant boxes below. If you do not want to receive our updates about the club, organization, or events, then check that box and the club won't send you any non-essential communications.

I consent to receiving updates from the club via:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail: \_\_\_\_\_

I do not consent to receiving updates from the club.

Name \_\_\_\_\_ Date \_\_\_\_\_

\*This form to be submitted to the club with membership application or guest sign-in. This form should be kept on file as long as a person's data is kept on file.