

# ROTARY INTERNATIONAL

## DISTRICT 5370

### PRIVACY POLICY

Rotary District 5370 knows that you value the security of your personal information and therefore treats it with the respect all Rotarians deserve. The information you provide us is held in trust and made available only to Rotarians, Rotary Clubs in District 5370, Rotary International and The Rotary Foundation, with an understanding it must not be shared outside the District, other than with Rotary International and The Rotary Foundation.

As part of its effort to assist District 5370 Rotary Clubs and facilitate communication with Rotarians, District 5370 collects your name, your picture, spouse or partner name, birthday, wedding anniversary date (if applicable), employer's name, home and business addresses, home and business telephone numbers, fax number(s), mobile telephone number(s), email address(es), occupation, Rotary Club Membership I.D. number, membership status, membership start date, membership classification, membership proposer, and current District Committee and leadership responsibilities for the following purposes:

- to identify you as a member of a District 5370 Rotary Club
- to facilitate easy communication among Rotarians in our District
- to facilitate social introductions when District Rotarians and their spouses or partners congregate at District activities
- to contact you, from time to time, as required by District business (for example delivery of the DG newsletter)

If you cease being a member of your Rotary Club, the personal information collected will not remain on the District file and will be deleted from the District Website by your club secretary.

We protect the District Roster so it will not be used as a commercial mailing list.

Rotarians can review and correct their personal information by logging on to the District 5370 website at [www.clubrunner.ca/5370](http://www.clubrunner.ca/5370) and editing their profile.

As part of its effort to assist District 5370 Rotary Clubs and facilitate the Objects of Rotary and the Mission of The Rotary Foundation, District 5370 collects the personal information contained in applications for Rotary International programs including Rotary Youth Exchange and Rotary Foundation programs including Group Study Exchange, Humanitarian Grants, and Ambassadorial Scholarships for the purpose of evaluating the applications, administering the programs, facilitating contact with alumni and recruiting future Rotarians. District 5370 may

use personal information collected by The Rotary Foundation in connection with the Annual Fund and the Permanent Fund for the purpose of promoting gifts to the Rotary Foundation. Personal information collected by the District for the foregoing purposes shall be retained for a minimum of two (2) years and a maximum of ten (10) years and shall thereafter be destroyed by the Chairman of the District Rotary Committee which has collected the information.

Your consent to sharing your personal information with District 5370, District Rotarians, Rotary International and The Rotary Foundation is implied by your membership in a District Rotary Club and continued membership in the Club, or by your completing an application form for a Rotary International or Rotary Foundation program.

You also have the right to revoke your consent to the collection, retention or use by the District of all or any part of your personal information.

The District has appointed a Privacy Officer who serves a term as decided by the District Governor. You should bring any personal information privacy issue to the attention of the Privacy Officer who will address your concerns. If your concerns are not resolved, you should contact the District Governor. If the District Governor does not resolve your concerns, you may appeal to the Canadian Privacy Commissioner in Ottawa.

## District Website and Electronic Newsletter

We are committed to ensuring your privacy and we believe in giving you full disclosure about the information we gather and what we do with it. You can be confident that we do not sell or exchange our members' names and email addresses, or any other information about our members, with third parties, without your consent.

### About Your Personal Information

We may have collected personally identifiable information from various contact forms on our website or from our electronic newsletter subscription form. This information includes, but not limited to, name, mailing address, e-mail address, demographic information, interests and preferences, user defined settings.

### What we do with our Members' Information

We may use the information we collect to contact our members through both e-mail and regular mail to alert them of new information or announcements. We make every reasonable effort to protect against the loss, misuse, and alteration of personal information under our control. Our security policies are periodically reviewed and enhanced as necessary.

You always have the option to instruct us not to use your name, address, e-mail address, etc. beyond providing you with the information or service you have requested.

#### Visitor Tracking

Each time you visit our website we automatically recognize your IP address, Internet service provider, operating system platform, and browser type. We also collect statistical information on which pages and images are accessed at our site, however, you cannot be identified as an individual based on our website log files. We may also track statistical information from our electronic newsletters such as the number of impressions and the number of click-throughs; however, they are not reported on a per subscriber basis.

#### Use of Cookies

We use, not abuse, cookies. Our website uses cookies to enhance your browsing experience. The text in a cookie, by itself, only tells us that you have visited our site and allows us to personalize the website so that you don't have to re-enter information that you have previously entered. It does not store any personal information such as your e-mail address, street address or phone number. We do not use cookies to collect any information about you.

#### UCE/SPAM Policy

We do not condone nor support UCE (Unsolicited Commercial Email) or SPAM. We work with all of our members to make sure they understand and abide by common principles of email protocol.

#### Security

Our web, email and database servers are hosted in a highly secure, state-of-the-art data centre with the latest in firewall protection. Our servers always have the latest security updates from the manufacturers. Data is backed up every four hours.

From time to time we may amend this Privacy Policy when we feel it is appropriate to do so. Whenever we update this Policy we will change the date on the Policy to indicate when the changes were made, and communicate the changes to the District at large.