

District 5M10 Privacy Policy

Collection and Use of Personal Membership Data by District 5M10

YOUR PRIVACY IS IMPORTANT

Purpose:

District 5M10 (5M10) recognizes the importance of protecting the private information of our members. 5M10 is dedicated to preventing the unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information.

Access to private information collected by 5M10 is limited to Lions, Lions Clubs, and authorized organizations that will use the information to further Lions' causes.

Access to information requires the agreement and compliance with the Lions' privacy policies and practices.

This privacy policy shall apply to all information maintained by 5M10 in whatever format, physical or electronic.

Privacy Policy:

1. 5M10 collects personal information about Lions Club, Lioness Club and Leo Club members to facilitate communications with and between our members. This information is used solely to further 5M10's Purposes including that "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:
 - Dues and other billings
 - Distribution of 5M10 Newsletter and membership/officer information and updates
 - Compilation of membership profiles and trends to support membership growth, extension and retention programs
 - Meeting planning as to facilitate 5M10 events and training
 - Furtherance of Public Relations activities and Cooperative Alliances
 - Support of Lions Clubs International Foundation and other adopted service programs
 - Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the district
 - Disclosure of information as required by law or that is pertinent to judicial or governmental investigations
2. 5M10 protects personal information by using password-protected member only areas and by restricting access to such information. It is expected that you will exert due diligence in your password security.
3. Any payment information collected shall be protected by software during transmission, which encrypts all your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order. At the present

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time, 5M10 uses PayPal.

4. You should be aware that when you are on the website, you could be directed to other websites beyond our control. If you visit a website that is linked to our website, you should consult the privacy policy of that website before providing any personal information.
5. The content of this website may not be retrieved, displayed, modified, copied, printed, sold, downloaded, hired, reverse engineered or transmitted in any way without the prior written permission of 5M10. The content of our website including, without limitation, all information, text, photographs, and graphics are protected by copyright, trademarks or other proprietary rights of others or ourselves. An exception is specifically granted to all Lions and Lions Clubs that will use the content absent any contact information to further Lions' causes.
6. The District Governor or designate of 5M10 shall determine what constitutes an authorized organization. 5M10 shall establish a list of authorized organizations and this list shall be reviewed annually and approved by the District Governor team. Organizations requesting authorization will complete a written request for approval to solicit as per Mailing List requirements.

Mailing Lists

- 7.0 To facilitate internal communications among authorized users, 5M10 may use:

An information opt-out form. By default, to facilitate internal communication, we would have the ability to use their contact information unless they complete an opt-out form. The opt-out form (see Appendix A) would include the ability to choose which information they would like to opt out of (i.e. email address, phone #, mailing address). It would be the responsibility of the DGE, when filling his/her cabinet, to ensure everyone is aware of this part of the policy.

OR

- 7.1 An online service for collecting such opt-out information.
- 7.2 If the latter is used, all data being transferred must be encrypted and, upon completion, the information will be printed and maintained by the Cabinet Secretary prior to all such data being removed from the online service.
- 7.3 No member information will be posted or distributed if the member has chosen to opt-out.
- 7.4 District 5M10 uses Mailer Lite as an email distribution system. This site can be accessed only by Lions members in District 5M10 that have registered and been authorized by the site admin. All email addresses are hidden and cannot be revealed.
- 7.5 5M10 prohibits furnishing any list of Lions' contact information to any person/organization for personal advantage or gain.

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- 7.6.1 The District Governor team will review requests from organizations and allow the furnishing of mailing lists by the District Office to individuals or groups using the lists for approved fundraising or informational purposes.
- 7.6.2 List Requests must include the following:
 - a. Name, address, phone number and email of person or organization requesting the list
 - b. Purpose for which the mailing list is to be used
 - c. Written assurance that the list will be used one-time only for the stated purpose and will not be given or sold to others
 - d. An exact copy of the material being mailed
 - e. Requests for lists not conforming to the above minimum standards will be returned to the submitter noting that District Governor action will not be taken on incomplete requests.
- 7.6.3 The following do not require district approval to receive available contact information for Club Presidents and Secretaries:
 - a. Clubs bidding for state or province wide events
 - b. Individuals seeking International office
 - c. Multiple District Projects or Programs
 - d. 5M10 Convention
- 7.6.4 Available Information - Only contact information listed in the 5M10 Directory is available and will only be provided electronically. Any approved requests for lists not obtainable from the 5M10 Directory will be referred to the organization that, in the district's opinion, has the information available.
- 7.6.5 Request Fulfillment – District Secretary or designate will download the most recent contact information and supply it electronically to the requestor within 15 days of the request being approved.
8. In compliance with the Children's Online Privacy Protection Act of 1998(COPPA), site operators should never knowingly request personal information from anyone under the age of 13. If such personal information is inadvertently collected, it will be deleted from the systems.
9. Lions/Leo/Lioness Clubs and/or Foundations should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties.

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10. It is recognized that 5M10 is an international district and acknowledges the privacy policies of Ontario however this Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Any legal action concerning this Agreement shall be brought exclusively in a court of competent jurisdiction nearest the home of the current District Governor.

Any cause or claim must be commenced within one (1) year after the cause or claim arises.

5M10's failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right.

Neither the course of conduct between the parties nor trade practice shall act to modify any provision of the Agreement.

5M10 may assign its rights and duties under this Agreement to any party at any time without notice.

If you have any concerns or questions about these policies, please contact the 5M10 District Governor.

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APPENDIX A

DISTRICT 5M10 INFORMATION OPT-OUT FORM	
As per District 5M10 Privacy Policy Article 7.0, I, _____	
Name (type or print clearly)	
hereby request the following information be removed from any distribution (check all that apply):	
<input type="checkbox"/>	Email
<input type="checkbox"/>	Home Phone
<input type="checkbox"/>	Work Phone
<input type="checkbox"/>	Cell Phone
<input type="checkbox"/>	Mailing Address

Signature	Date