



# PROBUS Club of Durham West

## OUR PRIVACY POLICY

### 1. Information Collection:

Our club collects and maintains your personal information which was completed on our application form, such as your name, address, email addresses and phone number.

### 2. Purpose of Data Collection:

We collect this personal information in order to manage and operate the club's business and to communicate with you information such as special announcements, event announcements and club updates through our newsletters and other special e-mails.

### 3. Data Usage:

Your data is used to pre-populate required fields in our club's management software such as event registration in order to expedite the registration process.

Our platform also tracks e-mail all openings to monitor delivery of our communications and to ensure that members are receiving and opening communication.

### 4. Data Sharing:

Our club does not share your data with third parties, such as sponsors, service providers, or affiliated organizations.

### 5. Data Protection and Security:

Your data is protected through our club management software Wild Apricot's encryption, secure servers, and access controls. You can read more about Wild Apricot's privacy and security policies by [Clicking Here](#)

Certain management members, as approved by the Management Team are designated Full Administrators on Wild Apricot and have access to member details including personal profile information, event registration history and payment history and registration status. This access is for the purpose of managing the club's operations, including but not limited to managing and correcting invoicing, payments, changes in member's profiles and resolving operational issues.

When you pay on-line on our platform using a credit card for example for your membership application or renewal or event registration, we use the payment service provider AffiniPay. You enter your credit card information onto their platform. We do not share your personal information with them and we do not store or access your credit card information. For more information on AffiniPay's privacy and security policies, [Click Here](#)



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Certain management members, as approved by the Management Team are designated Administrators on the AffiniPay system and have access to members' payment history. This access is for the purpose of managing the club's operations, including but not limited to monitoring payments. The Club's treasurer also has access to managing and correcting payments. AffiniPay does not share credit card details with these administrators.

## 6. User Rights:

You maintain the rights to your personal information, such as the right to access, correct, or delete your data. You also control what information you wish to share with other members in the club's members only directory through "My Profile" section of your account.

## 7. Cookies and Tracking:

Our website does not currently use cookies or other tracking technologies.

## 8. Policy Updates:

This privacy policy may change over time. In the event of changes, you will be notified of such changes either in our newsletter or by a special e-mail.

## 9. Contact Information:

Should you need to reach out for privacy-related inquiries or concerns you can contact us at [durhamwestprobus@gmail.com](mailto:durhamwestprobus@gmail.com).

## 10. Effective Date:

This policy is effective as of March 1, 2024.