

# HUNTSVILLE SKI CLUB

## Privacy HSC Policy-007A

**Effective Date:** September 14, 2010

### **Purpose**

The HSC must be very careful in its collecting of personal information for club use only, and protecting that information from inadvertent or unauthorized distribution.

### **Overview**

This policy describes the HSC privacy practices for all personal information collected by the club from its members.

### **What personal information is collected?**

The HSC collects personal information for membership, trips, or special events. The personal information collected may include some or all of the following but not limited to the following information: name, address, telephone numbers, e-mail addresses, date of birth, gender, married or single, membership type, moneys paid, etc. This information is kept in electronic data bases or in paper files.

### **How is information collected, used, and disclosed?**

Information is collected via voluntary disclosure by HSC members. The personal information collected by the HSC is collected on behalf of and for the sole purpose of the HSC membership. The HSC treats the personal information as strictly confidential and it is only used to carry out the services and activities provided by the HSC. The HSC may collect aggregate statistics, or statistics relating to visits to our sites, or enrollment in the various activities and other demographic information, but these statistics will not include personal information.

### **What are cookies and how are they used?**

The HSC web site, like many other websites, utilizes a standard technology called "cookies" to collect information about how our site is used by our members and website visitors. Cookies were designed to help a website determine that a particular user had visited the site previously and thus save and remember any preferences that may have been set while the user was browsing the site. Cookies are small strings of text that websites can send to a user's browser. Cookies cannot retrieve any other data from our members' hard drive or obtain their e-mail address. If a person is simply browsing the HSC web site, a cookie may be used to identify that person's browser as one that has visited the site before. If a member is a registered user (having a user ID and password), we may use cookies so that we can obtain personalized information based on preferences the member has indicated while using this site. Although users of the HSC website have the ability to modify their browser to either accept all cookies, notify them when a cookie is sent, or reject all cookies, it may not be possible for them to utilize the HSC web services that require registration if they reject cookies.

## HUNTSVILLE SKI CLUB

### **How do we protect member information?**

We exercise great care to protect personal information. This includes, among other things, using industry standard techniques, such as firewalls, encryption, intrusion detection and site monitoring. Because no data transmission over the Internet can be guaranteed to be 100% secure, the HSC cannot ensure the security of any personal information transmitted to the HSC. This is especially true if the information is transmitted via e-mail, as the HSC has no way of protecting that information until it reaches the HSC. Once the HSC has received the transmission, we make our best effort to ensure its security on our servers. Access to HSC personal information is restricted to only HSC officers, directors, or others who have a need for this personal information to accomplish their HSC responsibilities.

### **What about other linked web sites?**

The HSC web sites may contain links to other sites, including those of our club's partners. While we seek to link only to sites that share our high standards and respect for privacy, we are not responsible for the privacy practices employed by other sites.

### **How do we publicize our privacy policy to HSC members?**

We include in our monthly Flakey newsletter the following statements:

## ***“Club Privacy Policy”***

The Huntsville Ski Club has the responsibility to ensure our member's personal information remains confidential and not available to unauthorized persons.

No member shall use member information (name, e-mail, phone, address, etc.) for distribution to non-members or for personal gain.

Only members who have a need to use membership data are authorized to do so. (Examples: President, Trip Coordinators, Newsletter Editor, Webmaster.)

Violation of this policy can be grounds for termination of club membership.