

**PRIVACY POLICY**  
**ALAMO HEIGHTS ROTARY CLUB**  
**ALAMO HEIGHTS NIGHT LLC**  
**(January 1, 2022)**

**Introduction**

The Rotary Club of Alamo Heights (AHRC) and the Alamo Heights Night LLC (AHNLLC) (individually or collectively, the “Rotary Club”) respect your privacy and are committed to protecting it by complying with this privacy policy (“Policy”). Safeguarding the data entrusted to our care by our members, program participants, and others is of the utmost importance to us.

This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data. It also describes the types of data that we may collect from you or that you may provide to us when you:

- Join or maintain membership in this Rotary Club
- Interact with Rotary District 5840, Rotary International (“RI”), The Rotary Foundation, and partner organizations
- Register for or attend events we host
- Use our services
- Participate in our programs
- Visit our social media sites (Facebook, Instagram, twitter, etc.)
- Visit our websites ([www.alamoheightsrotary.org](http://www.alamoheightsrotary.org) and [www.alamoheightsnight.org](http://www.alamoheightsnight.org))

**Data We Collect About You and How We Collect It**

We collect several types of personal data, including information by which you could be personally identified, such as your name, photo, postal address, email address, telephone number, gender, financial data, or other sensitive information that might identify you (“personal data”).

We collect data from the following people:

- Users of our Website
- Members of the Rotary Club and its Rotaract clubs
- Members of Interact clubs, if the Interactors’ parents or legal guardians have consented
- People who participate in Rotary Club programs, such as Rotary Youth Leadership Awards (if applicable, with the consent of parents or legal guardians)
- Donors to and sponsors of AHRC and AHNLLC
- People who participate in Rotary Club events, projects, activities.

We collect this data:

- Directly from you when you provide it to us or participate in our activities
- From RI or from Rotary District 5840, The Rotary Foundation, and partner organizations
- When we search the internet or other open sources for information concerning you

**Data You Provide to Us**

We collect personal data you provide when you interact with our Website or with the Rotary Club, including any interaction offline or in person, such as when you:

- Join this Rotary Club or any associated Rotaract or Interact club
- Contact this Rotary Club to make an inquiry, including an inquiry about membership

- Submit any personal data on any paper or digital forms, emails, or internet submissions to the Rotary Club
- Use services on our Websites or social media, including:
  - Donating to the Rotary Club’s foundation
  - Purchasing any items
  - Entering any contests
  - Sponsoring any Rotary Club event/activity
- Register for Rotary Club events
- Provide personal data on paper forms
- Submit applications for programs such as scholarships

**Usage Details, IP Addresses, Cookies, and Other Technologies**

As you interact with our Websites, we may automatically collect data about your equipment and your browsing actions and patterns, including cookies or IP addresses.

**How We Use Your Personal Data**

We use the personal data about you that we collect or that you provide to us to perform our core business purposes, including:

- Fulfilling the Rotary Club’s obligations to its members, program participants, and other individuals and entities, such as:
  - Processing financial transactions
  - Supporting the AHNLLC or AHRC, including fundraising efforts
  - Facilitating event planning
  - Communicating key organizational messages through Rotary Club publications and other materials
  - Supporting the programs and members of the Rotary Club
  - Complying with legal requirements
  - Maintaining historical information about the Rotary Club
  - Presenting our Website and its content to you
  - Providing information about the AHRC and AHNLLC to the public

**Disclosure of Your Personal Data**

We may disclose aggregated data about our users, or data that cannot be used to identify any individual, without restriction.

We may disclose the personal data that we collect or that you provide as described in this Policy to:

- Rotary International, to meet Rotary Club membership and program requirements (read Rotary’s privacy policy at [rotary.org/privacy](http://rotary.org/privacy))
- Rotary District 5840 to meet program requirements and other obligations

We may also disclose your personal data:

- To comply with a court order, law, or legal process, or respond to a government or regulatory request
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of members, participants in this Rotary Club’s programs and events, this Rotary Club, Rotary District 5840, RI, or others

We will not share any personal data except where required to meet reporting requirements to our Rotary District 5840, Rotary International or The Rotary Foundation. We will not sell any personal data to any third parties.

## **Disposing of Your Personal Data**

This Rotary Club retains personal data identifying you for as long as necessary in the circumstances — for instance, as long you are a member of this club or have a relationship with this club, as may be needed to enforce or defend contract claims, as is required by applicable law, or as required to maintain historical records where information about you may be included. Data that we no longer need will be disposed of and/or anonymized so you can no longer be identified from it. Members who depart this Rotary club that have hard copy or digital records of personal data related to Rotary Club activities should turn those items in to the appropriate remaining club member, destroy records no longer required by the Rotary Club, or if appropriate retain the information for their own personal use (e.g., contact information on members they may maintain contact with, personal photographs of individuals and club activities, etc.).

## **Historical Data**

We do retain some personal data, photographs, videos, recordings, social media postings of the following indefinitely for historical purposes and use by our Rotary Club:

- Rotary events including Alamo Heights Night, fundraisers, service projects, etc.
- Weekly lunch meetings including the speakers and individuals presenting programs or other presentations to those attending the event.
- Newsletters, Board Records, and other documents containing historical records.
- Individuals or groups participating in awards ceremonies or when receiving donations
- Copies of articles, entries, and photographs/videos/recordings in media published by our Rotary club or not published by our club (e.g., open source magazines, newspapers, social media, etc.) containing information including photographs about our Club, its members, or Rotary in general that may contain personal data about individuals.

Persons involved in these activities may be identified by name, title, organization, appearance or other personal data. Persons participating in these activities may include attendees, vendors, workers, entertainers, visitors, volunteers, and the general public. In many situations, but not exclusively, persons may be in groups without any identification other than an image without any other direct identifying personal data.

## **Choices About How We Use and Disclose Your Personal Data**

We have created ways for you to control the use and disclosure of your data. For tracking technologies and advertising: You can set your browser to refuse all or some cookies or to alert you when cookies are being sent. If you disable or refuse cookies, note that some parts of the Website may be inaccessible to you or may not function properly.

## **Accessing and Correcting Your Personal Data**

You may request access to your personal data, or ask for a correction or deletion, by writing to The Alamo Heights Rotary Club, ATTN: Privacy, PO Box 6995, San Antonio, TX 78209. You must be specific as to what data and where it might be located. We may not accommodate a request to change or delete data if we believe the change or deletion would violate any law or legal requirement or cause the data to be incorrect.

## **Children**

Our Website is not intended for children. We do not knowingly collect personal data from or about children without parental consent. Children who have joined an Interact Club sponsored by the AHRC at a school do so with the permission of their parents and as a part of the arrangements with the school to participate in the Club. Children should not use or provide any personal data on our Website, or on or through any of its features, register on our Website, make any purchases through our Website, use any of the interactive or public comment features of our Website, or provide to us any personal data about themselves or others, including name, address, telephone

number, email address, or any screen name or user name. If we learn that we have collected or received personal data from a child, we will delete that personal data. If you believe we might have any personal data from or about a child, please contact us at the Alamo Heights Rotary Club, ATTN: Privacy, PO Box 6995, San Antonio, TX 78209.

### **Data Security**

This Rotary Club takes care to limit the amount of personal data collected to only that necessary and also to limit access to it only to those individuals needing it for their position. Some personal data is collected on members intentionally for use by other members and is located in a password protected section of our website only for their use (e.g., member names, addresses, phone numbers, etc.). All members are instructed on the policies in this document and are expected to provide security of information on digital or paper records of personal data they use while members. Violations of the provisions of this policy are taken seriously, investigated, and appropriate actions taken by the Rotary Club Management to correct any violations.

### **Changes to Our Privacy Policy**

The Rotary Club may change, add, or remove portions of this Policy at any time. These modifications shall take effect immediately on being posted in this document. The date the Policy was last revised is noted at the bottom of the heading of this policy document on page 1. It is your responsibility to review this Policy for any changes.

### **Contact Information**

If you have any questions about our Rotary Club's privacy protection practices, please contact us at the Alamo Heights Rotary Club, ATTN: Privacy, PO Box 6995, San Antonio, TX 78209.