



THE ROTARY CLUB OF HICKAM PEARL HARBOR PRIVACY POLICY

Updated January 12, 2021

Introduction

The Rotary Club of Hickam Pearl Harbor, Honolulu, Hawaii, USA (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 club 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:

- Visit our website, www.RotaryHPH.org (“Website”)
- Join or maintain membership in this Rotary Club
- Interact with Rotary District 5000, Rotary International (“RI”), The Rotary Foundation, and partner organizations
- Register for or attend events we host
- Use our services
- Participate in our programs

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, 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 (RYLA) and Hawaii Rotary Youth Foundation (HRYF) Scholarships (if applicable, with the consent of parents or legal guardians)
- Donors to The Rotary Foundation
- People who participate in Rotary Club events

We collect this data:

- Directly from you when you provide it to us
- From RI or from Rotary District 5000, The Rotary Foundation, and partner organizations





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:

- Contact this Rotary Club to make an inquiry, including an inquiry about membership
- Join this Rotary Club or any associated Rotaract or Interact club
- Register on Clubrunner
- Use services on our Website, including:
 - Donating to the Rotary Club's foundation
- 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 Website, we may automatically collect data about your equipment and your browsing actions and patterns. Review the *ClubRunner Privacy Policy* regarding the Rotary Club's other technologies, found below the club's Privacy Policy.

How We Use Your Personal Data

We use the personal data about you that we collect or that you provide to us to:

- Present our Website and its content to you
- Perform our core business purposes, including:
 - Fulfilling the Rotary Club's obligations to its members, program participants, and other individuals and entities
 - Processing financial transactions
- Supporting The Rotary Foundation, 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

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)
- Rotary District 5000, to meet program requirements and other obligations (read District 5000's privacy policy at rotaryd5000.org/privacy-policy)

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 5000, RI, or others

We will not share personal data with, or sell it to third parties, unless previously notified.





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 a club or have a relationship with this club, or as may be needed to enforce or defend contract claims or as is required by applicable law. Personal data that we no longer need will be disposed of and/or anonymized so you can no longer be identified from it.

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:

- Emailing info@RotaryHPH.org

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 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 yourself, including your name, address, telephone number, email address, or any screen name or username. 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 info@RotaryHPH.org.

Data Security

Data is stored using a club management software. The Rotary Club uses ClubRunner for its membership management software and to publish its website, maintain its database, and send email communications. To request the club's Data Security Policy, please email info@RotaryHPH.org. Any violation of data security can be reported to the club's board by emailing Board@RotaryHPH.org.

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 on this page. The date the Policy was last revised is noted at the bottom of the page. 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 info@RotaryHPH.org.





ClubRunner Privacy Policy

Updated December 31, 2019

Introduction

At ClubRunner, we're committed to protecting your privacy. This Privacy Policy explains how we collect, use, and disclose information processed through this website, and our online subscription service (the "Services").

This policy sets out ClubRunner's privacy policy and describes why and how we collect, use and disclose personal information which you choose to provide to us on our website, as well as how to access, modify, or delete your personal information. This policy doesn't apply to anyone who isn't under our control or management, such as the operators of other websites that you might link to from our website. Such operators may have their own privacy policies, which might differ from ours.

How Will We Collect Personal Information?

You are under no obligation to disclose any personal information to us at any time. We collect information you provide directly to us. For example, whenever you participate in any interactive features of the Services such as filling out a form, requesting customer support, sending us an email, or calling us. In the process you may be asked to give your name, e-mail address, mailing address, and any other information you choose to provide for the purpose of these Services. We or a designated third party may collect payment and credit card information when you subscribe to our paid Services or purchase additional services.

Information We Collect Automatically When You Use Our Services

When you access or use our Services, we may automatically collect information about you, including:

- **Log Information:** We log information about your use of the Services, including the type of browser you use, access times, pages viewed, your IP address, your general location, and the page you visited before navigating to our Services.
- **Device Information:** We collect information about the computer or mobile device you use to access our Services, including the hardware model, operating system and version.
- **Cookies:** We use cookies to store your login session and other information to make your navigation of our Services easier. More information on cookies is available below.

Use of Cookies and Other Tracking Technologies

Our site uses "cookies" which are small files containing pieces of information that are stored by your browser on your computer's hard drive. Most Web browsers automatically accept cookies, but if you prefer, you can set your browser to block them. Our cookies can contain information such as your user ID that our website uses to recognize you. Our cookies can't read data off your hard disk or read cookie files created by other sites. The only personal information our cookies contain is the information you provide yourself. When you enter personal information on our website, your personal information will be linked to the cookie we save on your computer. If you do choose to delete your cookie, you may not be able to use the administrative features of the website.

We use Google Analytics to track how visitors interact with our website, analyze where traffic is generated from and collect information related to general site engagement.

Third party advertising management services such as Google and Facebook may display tailored messages upon you interacting with our website through the use of cookies. You can opt out of these ads at any time when



displayed. For more information on Google Ads, click here. For more information on opting out of ads on Facebook, click here. Should you delete your cookies, please note, you will need to opt out of seeing these messages again. These cookies cannot personally identify you and expire after 180 days or until you clear your cookies.

On customer websites, where you engage with social share buttons (ex: Facebook Like Button or the share content buttons), the services that manage the social platform you get directed to may use cookies. ClubRunner is not affiliated with any of these services and all legalities surrounding the use of cookies are thus under the policies set by the social media platforms.

How Do We Use Personal Information?

- We may use information about you for various purposes, including to:
- Provide, maintain, customize, and improve our Services;
- Provide and deliver the products and services you request, process transactions and send you related information, including confirmations and invoices,
- Send you technical notices, updates, security alerts and support and administrative messages;
- Respond to your comments, questions and requests and provide customer service;
- Communicate with you about products, services, offers, promotions, and events offered by ClubRunner and others, and provide news and information we think will be of interest to you;
- Monitor and analyze trends, usage and activities in connection with our Services; and
- Carry out any other purpose for which the information was collected.

You may receive automatically generated emails from ClubRunner that are triggered when you perform certain tasks such as registering for an event, volunteering for a task, subscribing to a bulletin, or requesting a forgotten password.

You may also receive emails from other club members. ClubRunner does not control the frequency or content of member-generated emails. You have the option to unsubscribe from receiving these emails by either updating your communication preferences from within your profile, or removing your email address entirely.

How Is Your Personal Information Protected?

ClubRunner is committed to protecting your personal information and has developed policies and procedures to ensure our compliance with our own Security and Privacy Policy and with applicable International laws.

We also understand your concerns about online security and take reasonable measures to help protect information about you from loss, theft, misuse and unauthorized access, disclosure, alteration and destruction.

How Do We Disclose or Share Your Information?

When you voluntarily provide ClubRunner with personally identifiable information online, that information is kept within the ClubRunner family of web site(s) and will not be sold, rented or otherwise traded to any third party.

We may share your information as follows or as otherwise described in this Privacy Policy:

- With vendors, consultants, and other service providers who need access to such information to carry out work on our behalf;
- In response to a request for information if we believe disclosure is in accordance with any applicable law, rule or regulation;





- If we believe your actions are inconsistent with the spirit or language of our user agreements or policies, or to protect the rights, property and safety of ClubRunner or others;
- With your consent or at your direction.

We may also share aggregated or de-identified information, which cannot reasonably be used to identify you.

Sub-Processors

ClubRunner employs other companies and people to provide functions that form part of our Services, for example, email sending, social media sharing, payment processing, help desk software, etc. ClubRunner has made and continues to make efforts to ensure all its sub-processors comply with our privacy policies. For a list of ClubRunner's sub-processors, please email us at support@clubrunner.ca.

Data Retention

We will retain your personal information only for as long as it is needed to provide our Services, and this depends on the purposes for which we use it, unless applicable law requires we either dispose of it or keep it longer. We may also continue to store your personal information to allow us to resolve disputes, enforce our agreements, comply with legal obligations and/or for other legally permissible purposes consistent with this Privacy Policy.

How to View, Update or Delete Your Personal Information

You may, at any time, view, update and request to permanently delete any of your personal information. These tools are made available to all Site Administrators, or you may contact ClubRunner at support@clubrunner.ca.

Upon request, ClubRunner will provide you with information about whether we hold any of your personal information. If you provide us with your personal information, you have the following rights:

- To review the personal information we have stored;
- To request that we correct any errors, outdated information, or omissions;
- To unsubscribe from being contacted by us; and
- To have your information permanently deleted.

We will respond to your request within a reasonable timeframe and notify you of the action we have taken.

Questions Regarding This Privacy Policy

If you have any questions please contact ClubRunner, 2060 Winston Park Drive, Suite 400, Oakville, Ontario, L6H 5R7. You may call us at (905) 829-5299, or email us at support@clubrunner.ca.

Changes To This Privacy Policy

We may change this Privacy Policy from time to time. If we make changes, we will notify you by revising the date at the top of the policy and, in some cases, we may provide you with additional notice, such as adding a statement to our home page or sending an email. We encourage you to review the Privacy Policy whenever you access the Services or otherwise interact with us to stay informed about our information practices.





Note On Jurisdiction

ClubRunner is a privately held Canadian company with headquarters in Oakville, Ontario, Canada. Consequently, by using our Services you agree that in all matters relating to this web site(s) you shall be governed by the laws of the province of Ontario or Canada, as applicable, and further, that you submit to the jurisdiction of the courts of the province of Ontario.

You may not use our Services if law prohibits you from doing so in the country in which you reside.

