

iMembersDB Usage Policy

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Overview

The iMembersDB Usage Policy applies to all Users who have access to the iMembersDB system. Access to iMembersDB is a privilege and all users must adhere to the policies as defined herein.

Personal information including, but not limited to; contact information, personal addresses, telephone numbers, credentials, and email addresses are the private **property of the individual**. An organization and its entities are allowed the use of this data for business purposes only, with the individual's consent.

By using iMembersDB the organization and/or its entities agrees they have communicated with their entire membership they are using iMembersDB to manage their data and that data is held and used per the entirety of this agreement.

Purpose

The purpose of this policy is to protect the use of, and privacy of, our members' data by preventing the distribution or use of this data by anyone, except in accordance with the following procedures.

iMembersDB Usage:

- **You may *only* access iMembersDB and iMembersDB systems with *your own user account and credentials*.** Sharing of accounts and credentials is **not** allowed. (It is a big security risk, violates RI policy and GDPR regulations.)
- Internal Account leadership may only use this database to mass contact members within the ACCOUNT for Internal Account-related purposes.
- Members may only use this database to contact other members within their Club for Internal Account-related purposes as defined and limited by your Club's permissions.
- All users are expected to use iMembersDB responsibly and productively. Access is limited to Internal Account-related activities only and personal use is not permitted.
- Data that is composed, stored on, transmitted and/or received by iMembersDB's systems is considered to belong to each Member and is recognized as their official data. This data cannot be disclosed to third parties, be sold, distributed, stored on external systems outside of iMembersDB control, redirecting through external systems or used for any non-Internal Account related purpose by any member or user.
- Emails (PMail) sent via iMembersDB's email system should not contain content that is deemed to be offensive or SPAM. This includes, though is not restricted to, the use of vulgar or harassing language/images/etc., inclusion of obfuscated links, unwanted advertisements or solicitations.
- Member data posted on iMembersDB may not be used by any member/user or Club to mass contact other members (other than the member's within their own Club) for any purpose other than Internal Account-related purposes.
- iMembersDB access, and/or access to websites maintained by iMembersDB may be monitored and/or blocked by iMembersDB if they are deemed to be harmful and/or not productive to Internal Account affairs and/or violate the terms of this Usage Policy.
- The systems, services and technology used to support iMembersDB are the property of Member Minder Pro, LLC. iMembersDB reserves the right to monitor email traffic, website content and data that is composed, stored on, sent or received through its online connections and systems.
- It is the customer's responsibility to verify all data additions, updates and deletions. iMembersDB is not liable for any inconsistencies or charges levied by the Club, Account or other organizations.
- Member notification is required prior to the publishing of **ANY** of a member's personally identifiable information (PII) in **ANY** form. (This includes websites, newsletters, bulletins, stories, directories, etc.) Each of the individual members must receive prior notice of exactly what information about them will be published.

Unacceptable use of iMembersDB includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on any iMembersDB System or sending via iMembersDB's email service (PMail).
- Using or disclosing someone else's password without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Sending or posting information that is defamatory to your Account/Club or iMembersDB, its products/services, colleagues and/or members.
- Marketing, selling or otherwise advertising your business or someone else's business or services.
- Uploading or storing any *audio* or *video* file on any iMembersDB system - including Easy and Beautiful, uPages or WordPress websites.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to Internal Account affairs or activities.
- Storing any data from iMembersDB in/on external systems outside of iMembersDB control.
- "Scraping" data from iMembersDB, iMembersDB services or any iMembersDB product to display elsewhere or via other external services, or otherwise redirecting iMembersDB data or products through other external services.
- Sharing your iMembersDB credentials with other people (members or not) is a violation of our terms of use. It can jeopardize the security of the iMembersDB system and the data within it. It also is in violation of EU law.
- Altering the codebase or reverse engineering ANY iMembersDB product or service (e.g. iMembersDB WordPress plugin)
- Publishing **ANY** member's personally identifiable information (PII) in **ANY** form without prior notice being given to that member. (This includes websites, newsletters, bulletins, stories, directories, etc.)
- Accessing or attempting to access data that you do not have explicit permission to have access to.
- **Submitting Inaccurate or Fabricated Information:** The entry of any data into the system that is known to be false, misleading, or untrue is strictly prohibited. This includes, but is not limited to, incorrect names, addresses, contact details, affiliations, or any other demographic or operational information.
- **Unauthorized Data Entry:** Users are expressly forbidden from inputting any data for which they do not possess explicit and verifiable authorization from the rightful owner of that data. This applies to personal information, organizational records, proprietary data, or any other sensitive or private information.
- **Misrepresentation of Data Ownership:** Any attempt to claim ownership or control over data that legitimately belongs to another individual or entity, without their consent, is a violation of this policy.

Consequences of Non-Compliance:

Any breach of this policy regarding data integrity and authorization may result in immediate disciplinary action, including but not limited to:

- Revocation of system access
- Reporting to relevant authorities
- Legal proceedings, where applicable

It is the responsibility of every user to ensure the accuracy and authorized nature of all data they interact with within the system.

Violations

Violation of this policy (depending on the severity of any abuses) may result in, but not limited to the following actions:

- The offending member having their security clearance reduced to LEVEL 1 (Member-level access only), -or-
- The offending member having their access to iMembersDB blocked or otherwise restricted, -and/or-
- Recommendation of dismissal from Internal Account.

Violations of this policy at the Club level will be resolved by the respective Club Officers with the help of the Account Communications Officer and/or iMembersDB. Any violation at the Account level will be made by the Account Communications Officer and/or iMembersDB.

The decisions of iMembersDB in all such matters are final and may not be appealed further.

User compliance

Anyone accessing the iMembersDB, must agree to the terms of this policy, the first time they sign on, before access is granted. By accepting the Usage Policy, you are acknowledging your understanding of the policy and will abide by the Usage Policy.

Information We Collect About You and How We Collect It

We collect several types of information from and about users of our Website and others, including information by which you may be personally identified, including your name, postal address, e-mail address or telephone number ("personal information"), age, gender, language preferences, expertise, date of birth, your internet connection, the equipment you use to access our Website and usage details.

We collect this information:

- Directly from you when you provide it to us.
- Automatically as you navigate through the Website. Information collected automatically may include usage details, IP addresses and information collected through cookies, and other tracking technologies.

Information You Provide to Us

We collect information you provide when you interact with our Websites or when dealing with Internal Account or our network offline including:

Information that you provide by making an inquiry, joining as a member registering for an event, etc. This includes information provided at the time of registering through any of iMembersDB's websites. We may also ask you for information when you enter a contest or promotion sponsored by us, and when you report a problem with our Website. Records and copies of your correspondence (including e-mail and other electronic messages, including social media posts), if you contact us. Your responses to surveys that we might ask you to complete for research purposes. Details of transactions you carry out through our Website and of the fulfillment of your orders. You may be required to provide financial information before placing an order through our Website. Your search queries on our Website. There may be features that are developed in the future that may result in the collection of additional new information.

You also may provide information to be published or displayed (hereinafter, "posted") on public areas of the Website, or transmitted to other users of the Website or third parties (collectively, "User Content"). Your User Content is posted on and transmitted to others at your own risk. Although we limit access to certain pages and you may set certain privacy settings for such information by logging into your account profile, please be aware that no security measures are perfect or impenetrable. Additionally, we cannot control the actions of other users of the Website with whom you may choose to share your User Content. Usage Details, IP Addresses, Cookies and Other Technologies

As you navigate through and interact with our Website, we may automatically collect certain information about your equipment, browsing actions and patterns, including:

Details of your visits to our Website, including traffic data, location data, logs and other communication data and the resources that you access and use on our Website. Information about your computer and internet connection, including your IP address, operating system and browser type.

How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal information

- To present our Website and its contents to you.
- To provide you with information, products or services that you request from us.
- To offer and fulfill our core business purposes which include:
 - Fulfilling Internal Account obligation to members
 - Financial processing
 - Communicating messages
 - Facilitating communications between members
 - Supporting the programs and membership of Internal Account
 - Complying with any legal obligations
- To fulfill any other purpose for which you provide it.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- To notify you about changes to our Website or any products or services we offer or provide through it.
- To allow you to participate in interactive features on our Website.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- In any other way we may describe when you provide the information.
- For any other purpose where we have your consent.

Accessing and Correcting Your Information

Where you are a registered user on this Website, you can review and change your personal information by logging into our Website and visiting your account profile page.

Club officer and Internal Account officer and administrators and iMembersDB staff may have access to view and edit your personal data.

You may also send us an e-mail at support@iMembersDB.com to request access to, correct or delete any personal information that you have provided to us. We cannot delete your personal information except by also deleting your user account. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

If you delete your User Content from the Website, copies of your User Content may remain viewable in cached and archived pages, or might have been copied or stored by other Website users. Proper access and use of information provided on our Website, including User Content, is governed by our Useage Policy, although for EU/EEA based individuals this does not prejudice your mandatory rights under EU Protection Law (see our Privacy Policy).

Information Sharing and Disclosures

We may share your information, including your personal information, with other parties as follows:

- Vendors, consultants, and other service providers who need access to such information to carry out work on our behalf (e.g. Salesforce, Constant Contact, VerticalResponse)
- Law Enforcement, Judicial, Administrative, or Regulatory Disclosures. When we believe in good faith that the law requires disclosure or that disclosure is necessary to protect or enforce the rights, property, safety, or security of ourselves or others.

Cookie Policy

We use cookies (small text files placed on your device) and similar technologies to enable effective provision of our website and online services and to help collect usage and performance data. Cookies allow us to help us recognize you when you return, store your preferences and settings, enable you to sign-in, and analyze how our website and online services are performing.

You have a variety of tools to control cookies and similar technologies, including browser controls, to block and delete cookies. Your browser and other choices may affect your experiences with our website.

If you wish to restrict or block the cookies that are set by the iMembersDB website(s), you can do so through your browser settings.

Please be aware that restricting cookies may affect the functionality of the iMembersDB website(s), such as signing in, managing your account, remembering settings, etc.

Pricing Policy

We do everything we can to ensure that the prices on our websites and in our marketing materials are correct. Sometimes we need to change the cost of a product, either up or down.

- Prices may be changed at any time without prior notice.
- Prices listed on any other websites or in third-party publications may not be accepted. We sell our products to many organizations who may relay our prices to others. We cannot control incorrect third-party pricing of our services. We reserve the right not to accept a price listed on a site or in a publication other than our own.
- We try very hard to ensure our pricing is accurate everywhere, but mistakes can occur. We are not responsible for, and may not honor, pricing errors.
- Domain Name Registration purchases (new or transfer) are non-refundable.
- PText balances of \$10.00 USD and under are non-refundable.

Payment & Non-Sufficient Funds (NSF)

Online payment via the iMembersDB '*shopping cart*' (upper right, by your name) is preferred, but payment can also be made via check made payable to Member Minder Pro, LLC. sent to:

dba iMembersDB
9900 Poplar Tent Road
Suite 115, #427
Concord, NC 28027

We recommend paying online for the quickest and easiest payment. If paying by check, please include your Club / Account number and Invoice number on your check and allow enough time for us to receive your payment!

Unless otherwise stated, all payments are due on the date of purchase or renewal. A 30-day payment grace period is given past the due date. If payment in full is not received by the end of this grace period, your subscription will be suspended until payment in full is received.

Check or electronic check (EFT) payments made payable to Member Minder Pro, LLC. returned for non-sufficient funds (NSF), will result in the following:

- A \$25.00 Returned Check Fee charged to the account of the issuing entity.
- A hold placed on current subscriptions until payment is received in full which will result in all account services being temporarily suspended.
- After a second check/EFT returned for NSF, your account may have its payment by check or EFT suspended.

Returned Check Payment Methods:

- Payment by credit card inclusive of convenience fees (where legally applicable).
- Check made payable to Member Minder Pro, LLC. and mailed to:

dba iMembersDB
9900 Poplar Tent Road
Suite 115, #427
Concord, NC 28027

Please ensure that sufficient funds are available in your account!

Please do NOT send cash via the mail

Please include your Account information (Club name ,or Account, or identifying entity information)

For questions regarding this procedure or to resolve a returned payment please contact our Billing Department at 720-504-7300 ext. 2.

Updates

iMembersDB will occasionally update this Usage Policy to reflect company, customer feedback. iMembersDB encourages you to periodically review this Policy to stay informed.

Contact Information

support@iMembersDB.com

(833) 322-3248 toll-free or +1-720-504-7300

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