

# iMembersDB Privacy Policy

Effective Jan 2023

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## Scope

The iMembers Database ("iMembersDB") is available as a service to businesses and organizations around the world. Your personal privacy is very important to us. This Privacy Policy describes information that may be gathered while you are using DACdb.

Please review this Policy before entering any personal information in the iMembersDB. By using the iMembersDB website, you accept and consent to the practices described in this Policy. By your continued use you expressly consent to our collection, storage, use and limited disclosure of your personal information as described here. If you do not agree with these practices you are free to discontinue your use of the iMembersDB at any time.

If you have questions about our privacy policy, please email us at [support@iMembersDB.com](mailto:support@iMembersDB.com).

This Statement of Privacy applies to all iMembersDB web-services, including, but not limited to: iMembersDB.com and Westwind Systems, LLC and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Westwind Systems, LLC include iMembersDB.com and iMembersDB. The iMembersDB website is an Organization Membership Management site.

By using the iMembersDB website and other iMembersDB services, you consent to the data practices described in this policy and the iMembersDB Usage Policy.

Please read the iMembersDB Usage Policy for more information.

## Collection of your Personal Information

We do not collect personally identifiable information from our users, other than what is entered under MyData and as required by your organization. We may gather personal or non-personal information in the future. We collect data from you, your organization or partners that may use iMembersDB for data processing/storage.

We collect your data to provide services to your organization and partners that may use iMembersDB for data processing/storage.

Information about your computer hardware and software may be automatically collected by iMembersDB. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the iMembersDB website. iMembersDB tracks clicks on PMail links as well as public sponsor listings entered by clubs and districts into the iMembersDB Sponsors module.

Please keep in mind that if you, your organization or business directly disclose personally identifiable information or personally sensitive data through iMembersDB's public files such as organization or business newsletters, directories, public website files, etc. this information may be collected and used by others.

iMembersDB encourages you to review the privacy statements of websites you choose to link to from iMembersDB so that you can understand how those websites collect, use and share your information. iMembersDB is not responsible for the privacy statements or other content on websites outside of the iMembersDB website.

We may collect the following categories of data about you: your name, contact information, username, password, gender, organization and business information, commercial information,

Internet/electronic activity, geolocation, image, professional or employment related information, education information, and inferences from the foregoing.

## Disclosure of Personal Data

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

- Your data may be shared with your organization or business partners (your name, contact information, business information, commercial information, gender, professional or employment related information)
- Vendors, consultants, and other service providers who need access to such information to carry out your work on our behalf (e.g. Salesforce, Constant Contact, VerticalResponse) (your name, email)
- 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. (All your information)

We do not sell your information.

## Access, Review and Change of Personal Data

You can access, review and change most of your personal information by logging on to your account at iMembersDB: [imembersdb.com](http://imembersdb.com).

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

## CCPA - Your Rights

The California Consumer Privacy Act of 2018 (CCPA) provides California residents with certain rights to protect their personal information from businesses who collect their information. For more information about the rights of California residents provided under CCPA, please visit <https://oag.ca.gov/privacy/ccpa>

- The right to request access to your personal information.
- The right to opt out of the sale of your personal information. We do not sell your information to any third-parties.
- The right to request deletion of your personal information.
- The right to the portability of your personal information.
- The right not to be discriminated against for exercising any of your other CCPA rights.

- We do not sell your information to any third-parties.
- You may request deletion of your data by writing to: [support@iMembersDB.com](mailto:support@iMembersDB.com) or calling 720.504.7300 x1. Please discuss this with your Club prior to contacting us as your Club could re-load your data.
- Per CCPA, California residents may make a personal information request twice in a 12-month period. We will need to collect information from you so that we can verify your identity. We will respond within 45 days of receiving a personal information request.
- CCPA is effective January 1, 2020.

## EU Privacy Notice

If you are a resident of the European Union (EU) or European Economic Area (EEA) whose personal information we collect, the following additional information applies to you.

### 1 Introduction

1.1 - Where you are an EU or EEA resident and iMembersDB knowingly collects your personal information (also called 'personal data'), we will do so in accordance with applicable laws that regulate data protection and privacy. This includes, without limitation, the EU General Data Protection Regulation (2016/679) ('GDPR') and EU member state national laws that implement or regulate the collection, processing and privacy of your personal data (together, 'EU Data Protection Law').

1.2 - This EU privacy notice ('EU Privacy Notice') which should be read in conjunction your organization's Privacy Policy provides further information as required under EU Data Protection Law on how we handle or process the personal data we collect and who we may share it with.

1.3 - This Privacy Notice also provides information on your legal rights under EU Data Protection Law and how you can exercise them.

### 2 How personal data is collected

2.1 - Because of the nature of your organization and its Club network, iMembersDB may hold and process personal data that is collected from Clubs, Account and partner organizations around the world, including within the EU/EEA.

2.2 - This also means that if you are a member or individual contact of this network resident in the EU/EEA, your personal data may be transferred from the EU/EEA to iMembersDB systems in the United States.

2.3 - US data privacy laws are currently not considered to meet the same legal standards of protection for personal data as set out under EU Data Protection Law. However, in order to safeguard personal data received from the EU/EEA, we only allow such a transfer of personal data to the US or other third countries under an approved contract or another appropriate mechanism which is legally authorized under EU Data Protection Law.

2.4 - This is to make sure that the personal data that iMembersDB receives and processes (so far as it relates to residents of the EU/EEA) is properly safeguarded in accordance with similar legal standards of privacy you would enjoy under EU Data Protection Law.

### 3 Direct Marketing

3.1 - If iMembersDB provides direct marketing communications to individuals in the EU/EEA regarding services and/or events which may be of interest, this will be done in accordance with EU Data Protection Law, and in particular where we contact individuals for direct marketing purposes by SMS, email, fax, social media and/or any other electronic communication channels, this will only be with the individual's consent or in relation to similar services to services that the individual has purchased (or made direct enquiries about purchasing) from iMembersDB before.

3.2 - Individuals are also free to object or withdraw consent to receive direct marketing from us at any time, by contacting us at [support@iMembersDB.com](mailto:support@iMembersDB.com).

### 4 The lawful grounds on which we collect and process personal data

4.1 - We process your personal data for the above purposes, relying on one or more of the following lawful grounds under EU Data Protection Law:

(a) where you have freely provided your specific, informed and unambiguous consent for iMembersDB to process your personal data for particular purposes:

(b) where we agree to provide services to you, in order to set up and perform our contractual obligations to you and/or enforce our rights:

(c) where we need to process and use your personal data in connection with our legitimate interests as a global network and being able to effectively manage and operate our organization in a consistent manner across all territories. We will always seek to pursue these legitimate interests in a way that does not unduly infringe on your legal rights and freedoms and, in particular, your right to privacy: and/or

(d) where we need to comply with a legal obligation or for the purpose of us being able to establish, exercise or defend legal claims.

4.2 - Please also note that some of the personal data we receive and that we process may include what is known as 'sensitive' or 'special category' personal data about you, for example, information regarding your ethnic origin or political, philosophical and religious beliefs. This is not the type of data that iMembersDB would routinely collect, but if we process such sensitive or special category data we will only do this in specific situations where:

(a) you have provided this with your explicit consent for us to use it: or,

(b) there is a legal obligation on us to process such data in accordance with EU Data Protection Law

(c) it is needed to protect your vital interests (or those of someone else) such as in a medical emergency: or,

(d) where you have clearly chosen to publicize such information: or,

(e) where needed in connection with a legal claim that we have or may be subject to.

## 5 Disclosing your personal data to third parties

5.1 - We may disclose your personal data to certain third party organizations who are processing data solely in accordance with our instructions (called 'data processors') such as companies and/or organizations that support our business and operations (for example providers of web or database hosting, IT support, payment providers, event organizers, agencies we use to conduct fraud checks or mail management service providers) as well as professionals we use such as lawyers, insurers, auditors or accountants. We only use those data processors who can guarantee to us that adequate safeguards are put in place by them to protect the personal data they process on our behalf.

5.2 - We may also disclose your personal data to third parties who make their own determination as to how they process your personal data and for what purpose(s) (called "data controllers"). The external third party data controllers identified above may handle your personal data in accordance with their own chosen procedures and you should check the relevant privacy policies of these companies or organizations to understand how they may use your personal data.

5.3 - Other than as described above, we will treat your personal data as private and will not routinely disclose it to third parties without you knowing about it. The exceptions are in relation to legal proceedings or where we are legally required to do so and cannot tell you (such as a criminal investigation). We always aim to ensure that your personal data is only used by third parties we deal with for lawful purposes and who observe the principles of EU Data Protection Law.

## 6 How long we retain your personal data for

6.1 - iMembersDB 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 our network: for a reasonable period to send you marketing where we have regular contact with you, or as may be needed to enforce or defend contract claims or as is required by applicable law.

## 7 Your personal data rights

7.1 - In accordance with your legal rights under EU Data Protection Law, you have a 'subject access request' right under which can request information about the personal data that we hold about you, what we use that personal data for and who it may be disclosed to as well as certain other information.

7.2 - Usually we will have one month to respond to a subject access request. However, we reserve the right to verify your identity and we may, in case of complex requests, require a further two months to respond. We may also charge for administrative time in dealing with any manifestly unreasonable or excessive requests. We may also require further information to locate the specific information you seek and certain legal exemptions under EU Data Protection Law may apply when responding to your subject access request.

7.3 - Under EU Data Protection Law. EU/EEA residents also have the following rights. which are exercisable by making a request to us in writing:

(a) that we correct personal data that we hold about you which is inaccurate or incomplete:

(b) that we erase your personal data without undue delay if we no longer need to hold or process it:

(c) to object to any automated processing (if applicable) that we carry out in relation to your personal data. for example if we conduct any automated credit scoring:

(d) to object to our use of your personal data for direct marketing:

(e) to object and/or to restrict the use of your personal data for purpose other than those set out above unless we have a compelling legitimate reason: or

(f) that we transfer personal data to another party where the personal data has been collected with your consent or is being used to perform contract with you and is being processed by automated means.

7.4 - So we can fully comply, please note that these requests may also be forwarded on to third party data processors who are involved in the processing of your personal data on our behalf.

7.5 - If you would like to exercise any of the rights set out above, please contact us at [support@iMembersDB.com](mailto:support@iMembersDB.com).

7.6 - If you make a request and are not satisfied with our response, or believe that we are illegally processing your personal data, you have the right to complain to the Office of the Information Commissioner in the United Kingdom.

## Use of Cookies

The iMembersDB website uses "cookies" to help you personalize your online experience and maintain the state of the session between requests. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize iMembersDB pages, or register with iMembersDB site or services, a cookie helps iMembersDB to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same iMembersDB website, the information you previously provided can be retrieved, so you can easily use the iMembersDB features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you will not be able to navigate from page to page within the interactive features of the iMembersDB services.

## Security of your Personal Information

iMembersDB uses a firewall to protect information stored on its computer systems. Access through the firewall is limited to certain "ports" and/or a restricted list of IPs.

iMembersDB also secures your personal information from unauthorized access via a secured login. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol. iMembersDB does not store any credit card information on its servers. When paying by credit card, the merchant gateway (e.g., PayPal, Authorize.net) may or may not store your credit card information.

## Children Under Thirteen

iMembersDB does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen you do not have permission to use this website.

## Connecting your iMembersDB Account from Third Party Websites

You will be able to link your iMembersDB profile to third party social media accounts (e.g., Facebook). BY CONNECTING YOUR IMEMBERSDB ACCOUNT TO YOUR THIRD PARTY



ACCOUNT, YOU ACKNOWLEDGE AND AGREE THAT YOU ARE CONSENTING TO THE CONTINUOUS RELEASE OF INFORMATION ABOUT YOU TO OTHERS (IN ACCORDANCE WITH YOUR PRIVACY SETTINGS ON THOSE THIRD PARTY SITES). IF YOU DO NOT WANT INFORMATION ABOUT YOU, INCLUDING PERSONALLY IDENTIFYING INFORMATION, TO BE SHARED IN THIS MANNER, DO NOT USE THE THIS FEATURE. You may disconnect your link to a third party site at any time. Users may manage their links to other websites by editing their social media contact information under MyData.

## Opt-Out & Unsubscribe

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from iMembersDB by setting the opt-out setting under contact information tab when editing your profile under MyData or by clicking on the unsubscribe link on communications sent to them.

## Changes to this Statement

iMembersDB will occasionally update this Statement of Privacy to reflect company and customer feedback. iMembersDB encourages you to periodically review this Statement to be informed of how iMembersDB is protecting your information.

## Contact Information

iMembersDB welcomes your questions or comments regarding this Statement of Privacy. If you believe that iMembersDB has not adhered to this Statement, please contact iMembersDB at:

Member Minder Pro, LLC  
dba DACdb  
9900 Poplar Tent Road  
Suite 115, #427  
Concord, NC 28027  
Email Address: [support@DACdb.com](mailto:support@DACdb.com)  
Telephone number: (833) 446-3627 x1

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**Effective Jan 2023**