

Driftwood Garden Club Website Privacy Policy

Ownership

The WordPress website driftwoodgardenclub.org, established in June 2019, is owned and operated by the Driftwood Garden Club (DGC) and is hosted by WordPress.

Personal Data Collection and Storage

The DGC collects and stores member personal information, which is password protected and viewable on the DGC website. Members are required to sign a Privacy Policy before being granted access to this information. They are instructed that this information is used for internal communication only.

The club utilizes third-party software and databases to store member personal data and displays this information by linking to those platforms.

Third-Party Software and Privacy Notices

The DGC maintains current copies of Privacy Notices for the following third-party software companies:

- WordPress
- Google
- Paperless Post
- Sign-Up Genius

Data Collected by Third-Party Software

WordPress

The DGC website is hosted by WordPress. Users who will be authoring or editing content are invited by the site administrators via email to create user accounts. Those accounts include:

- Member first and last name
- Member email address

These accounts are password protected.

Content posted to WordPress almost always includes member photos. These are required to be unidentified to protect member privacy.

The DGC does not collect any additional personal data directly on its WordPress website. The club utilizes third-party software and databases to store personal data and displays this information by linking to those platforms.

Google

The DGC Member List is created and maintained as a Google Sheet. This Member List is accessible via a link in the password-protected Member Section of the website, restricted to members as described above. The Member List contains the following personal information:

- Member first and last names
- Member email address
- Member mobile phone number
- Member mailing address
- Member status, current position, notes, year admitted, sponsor name

Administrators have access to the Member List for editing purposes, and the list is password protected.

Paperless Post

Paperless Post is password protected and used by the DGC to send invitations to members. The Paperless Post Address Book includes the following personal information:

- Member first and last name
- Member email address

Sign-Up Genius

Sign-Up Genius is password protected and utilized by the DGC to send member invitations for event sign-ups and, in some cases, to facilitate fee payments via credit card. The Sign-Up Genius Group List contains the following personal information:

- Member first and last names
- Member email address

Cookie Policy

A cookie is a small file stored on a user's hard drive by a website to collect data related to browsing habits. Users may choose to be notified whenever a cookie is transmitted or to disable cookies entirely through their internet browser settings; however, disabling cookies may impact the quality of the user experience. The DGC does not use cookies on its site.

Modifications

This Privacy Policy may be amended periodically to maintain legal compliance and to include any changes in the club's data collection practices. Members are notified via email when there are changes or updates to this policy. Version numbers and dates are listed at the end of this document.

Contact Information

For any questions regarding this Privacy Policy or the Driftwood Garden Club's data practices, please contact driftwoodgarden50@gmail.com.

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