



## **PRIVACY POLICY including Photography Policy**

Rathburn Probus Club (“the Club”, “we”, “our”) respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use and safeguard your information when you use our website [rathburnprobus.ca](http://rathburnprobus.ca).

### **1. Information We Collect**

We collect only the information necessary to support our Club’s activities:

- Public visitors: If you browse the public pages, we do not collect personal information unless you choose to provide it (e.g. by submitting a membership inquiry).
- Members: When you join the Club and access the members’ area, we may collect:
  - Name, mailing address, email, and phone number
  - Emergency contact (if you choose to provide one)
  - Event registrations, RSVPs, and activity preferences
  - Your listing in the members’ directory (visible only to members)
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### **2. How We Use Your Information**

We use your personal information only for Club purposes, such as:

- Communicating with you about meetings, events, and activities
- Managing membership and collecting dues
- Allowing you to register for events and activities
- Publishing a members’ directory accessible only to current members
- Improving our website and services

We do not sell, rent or share your information with third parties.

### **3. Members’ Directory**

A members’ directory is provided for the convenience of Club members. It is accessible only to registered members of Rathburn Probus Club. Members are asked to respect the confidentiality of this information and not use it for commercial purposes.

### **4. Photography Policy**

By virtue of being a paid Member, you are consenting to having your photo included in Member's club communications, such as the newsletter, and in the members’ only photo section of the website. Rathburn Probus Club will obtain your prior permission to use your photo in any publicly accessible communication channels, including social media platforms”.

### **5. Website and Technology**

Our website may collect basic technical information (such as browser type and pages visited) for the purpose of improving site functionality. We do not use cookies for advertising or tracking.

## 6. Security

We take reasonable steps to protect your information from loss, misuse, or unauthorized access. Access to the members' area requires a secure login.

## 7. Your Choices

You may:

- Update your contact information by notifying the Membership Coordinator
- Request that your information not be included in the members' directory
- Withdraw consent for us to contact you by email (though this may affect your participation in Club activities)

## 8. Privacy Policy updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## 9. Contact Us

If you have any questions about this Privacy Policy or how your information is handled, please contact us at: [webmaster.probusrathburn@gmail.com](mailto:webmaster.probusrathburn@gmail.com)