

# Prescott Astronomy Club

## MEMBERSHIP PRIVACY POLICY

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The Prescott Astronomy Club (PAC) is committed to protecting the privacy of its members. This document describes what personal information we collect from our members and how we use and safeguard this information.

### What information we collect from members

PAC collects and retains the following information when a member joins the club or renews their membership:

- First and last name
- Email address
- Mailing address
- Phone number
- Areas of interest in amateur astronomy

PAC may collect this information through the club website, membership application forms, payment systems, email systems, and personal interactions.

PAC does not collect or retain any financial information about its members, such as checking or credit card account numbers. PAC also does not collect or retain any computer information about its members or website visitors, such as IP addresses, operating systems used, or browser types.

### How we use members' information

PAC uses personal information from its members solely to conduct the business of the club. This primarily involves planning and holding activities of interest to club members, communicating with club members, and collecting membership dues.

PAC membership also includes membership in the Astronomical League, which entitles PAC members to participate in the league's observing programs and receive their quarterly magazine, *the Reflector*. To enroll PAC members in the Astronomical League, PAC periodically provides the Astronomical League with each PAC member's name, email address, mailing address, and phone number. Every PAC member has the option of being excluded from any advertising conducted through the Astronomical League.

### How we maintain and protect members' information

The PAC Treasurer maintains an electronic roster of the club members and their contact information. This roster is available only to the club officers and to club volunteers with a need to contact other club members for the purposes of conducting club business.

We do not share contact information with the membership at large. However, club members have the option of communicating with other club members by subscribing to the club's Groups.io group. Once subscribed, members may decide whether to make their Groups.io profile, which includes their email address, visible to other subscribed club members. In addition, any posts made by a member to the Groups.io group share the member's email address with all other subscribed club members.

We only share members' personal information with the third parties mentioned above as required for the normal operation of the club. We never sell members' personal information.

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