



Privacy Policy

*Version 9.1
March 5th, 2007*

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REVISION HISTORY

Version	Date	Author	Revision Description
5.0	26-Dec-06	D. Lively	Update and Simplify Statement.
6.0	29-Dec-06	I. Hewitt	Remove “Club” standalone references and minor syntax changes.
7.0	06-Jan-07	I. Hewitt	Import into document template and add children under 13 policy.
8.0	08-Jan-07	I. Hewitt	Some Changes from 6.0 to 7.0 not merged in properly. Correct merge and preserve children policy.
9.0	06-Feb-07	I. Hewitt	Add member directory information.
9.1	05-Mar-07	I. Hewitt	Minor corrections in Sections 5 (missing verb) and 7 (contact information reference section number wrong).

APPROVAL RECORD

Approver	Title	Date
Bill Webster	<i>Co-Chairperson</i>	06-Mar-07
Doug Lively	<i>Co-Chairperson</i>	06-Mar-07
Ian Hewitt	<i>Co-Chairperson</i>	05-Mar-07
Mark Lang	<i>Secretary</i>	06-Mar-07
Jim Dellapenna	<i>Treasurer</i>	06-Mar-07

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1. Introduction

The Raleigh Astronomy Club (RAC) is a 501(c)(3) non-profit corporation in the state of North Carolina, USA that guards the privacy, security and personal information of all members. The RAC privacy policies are described here.

2. Contacting RAC

Questions or concerns regarding this policy can be addressed by contacting the Raleigh Astronomy Club via one of the methods listed below.

E-mail: info@raleighastro.org Include name, telephone number, email or postal address in the message so a reply can be returned

Leave a voice message at (919)-460-7900 with name and preferred contact information

Send a letter addressed to: Raleigh Astronomy Club, P.O. Box 10643, Raleigh, North Carolina 27605, include name, mailing address and telephone number for a reply.

3. Scope

This policy applies only the Raleigh Astronomy Club.

3.1. Scope Limitations

This policy does not apply to affiliated groups or third party organizations. These other organizations may or may not have their own privacy policies. Examples of such groups are as follows:

- [Astronomical League](#)
- [The North Carolina Museum of Natural Sciences](#)
- [PayPal](#)®
- [Yahoo!](#)®
- [Timeless Embroidery](#)
- [IPower](#)

4. Information Collected by RAC

The Raleigh Astronomy Club collects names, address(es), telephone, number(s), and email address(es) of members. This is done either electronically (or in person) when a member joins RAC or provides changes to their information. Other than the specifically requested information on the web site, RAC does not use web technology (cookies, clear gifs, etc.) to collect data from web site users or members.

RAC does not collect or retain credit card or financial information from members. Online transactions (e. g. dues or apparel orders) are processed directly through third party organizations such as PayPal or Timeless

Embroidery. Private information provided to entities other than the Raleigh Astronomy Club is subject to privacy policies of the company receiving such information.

4.1. Policy Regarding Children

RAC does not knowingly collect Personal Information from any person under the age of 13. RAC only accepts Individual memberships from people 13 or older. All people under the age of 13 must be part of a family membership, obtained by a parent or guardian. Any Individual member under the age 18 should obtain permission from a parent or guardian before submitting personal information.

5. How Information is Used

The Raleigh Astronomy uses the information for normal club operations, such as:

- Sending email newsletters
- Communicating RAC events
- Informing members of policy changes
- Communications regarding memberships
- Communication concerning RAC outreach activities
- Inform members of special offers that are received from the astronomical community

Other Uses of Personal Information

- Personal information, except email addresses and phone numbers is sent to the [Astronomical League](#) to enroll RAC members as members of the AL.
- E-mail addresses are also used to enroll members in the Yahoo! Group "*raleighastro*", and are limited to active RAC members only.
- Member names, address, and phone number is published in the annual directory in the Q2 newsletter. All members receive a copy of this newsletter.

6. Protection of Information

The Raleigh Astronomy Club will not sell, lease, or provide membership information to outside organizations (except when compelled by law or to protect the interests of RAC) for any purpose other than as described in this privacy policy.

Member personal information is only available to the officers of the club and not the general membership. This information is stored electronically using accepted security techniques.

7. Right to Access

At any time a member can contact one of the officers to view and/or change their own personal information. To view or change personal information contact one of the officers through one of the methods outlined in the second section of this policy. All requests are subject to verification before the information is provided or changed.

8. *Right to Opt-out*

A RAC member may, upon request, opt-out of providing any information that he / she does not wish to provide. However, by so doing, some services may not be available to the member if pertinent information is not provided.

The current Statement was last updated February 6th, 2007, Revision 9.

9. Reference Documents

No.	Document Title	Author
1.	None	None