

(Instruction to edit: Insert the suggested information in all areas in parentheses and delete that instruction including this one.)

(Club Name) Lions Club (club #) addendum to 5M Privacy Policy Draft

Purpose:

To develop (Club Name) Lions Club (Club #) privacy practice as recommended under Paragraph 10 of the Multiple District 5M Privacy Policy. That policy states in part:

“Lions/Leo Clubs, District, Multiple District and/or Foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained while e conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties.”

Use of Information:

1. (Club Name) Lions Club (Club #) collects personal information about members to facilitate communications with and between our members. This information is used solely to further (Club Name) Lions Purposes including that "to unite the club in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:
 - Dues and other billing
 - Compilation of membership profiles and trends to support membership growth, extension, and retention programs.
 - Meeting planning as to facilitate (Club Name) Lions events and training
 - Furtherance of Public Relations activities and Cooperative Alliances
 - Support of (Club Name) Lions Club adopted service programs
 - Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

2. Personal Information is also used to develop a Lions directory that includes member's name, phone number, and email. Any Lion member may opt out of having their information included in the directory by notifying the club secretary via email at [\(insert email address or other contact information\)](#)
3. Member's personal information will not be shared on the Internet or with non-Lions affiliated third parties.

Donor information:

1. Personal information of participants in Club fund raising projects will not be shared outside of the club. Donor information will only be used within the scope of the project or activity in which that information was collected (i.e. flag fundraiser, Christmas tree pickup, etc.).

Notification:

1. (Club Name) Lions Club Members
 - Privacy policy will be included with all new member applications outlining how their personal information is used.
 - Privacy policy will be provided at time of implementation on a one time basis to all existing members.
2. Donors
 - At the time their contact information is requested, donors will be informed that their information will be protected via the following statement 'Your contact information will only be used for this activity.'
 - Donors can ask to have their personal information deleted by emailing club secretary at [\(insert email address or other contact information\)](#).

Contact:

If you have any concerns or questions about this policy, please contact the (Club Name) Lions Club secretary at [\(insert email address or other contact information\)](#)