

**MULTIPLE DISTRICT 5M
PRIVACY POLICY
JULY 1, 2023**

This Privacy Policy applies to member information that Multiple District 5M (MD5M) may access and other current or future services to which this Privacy Policy.

YOUR PRIVACY IS IMPORTANT TO US. PLEASE READ THIS PRIVACY POLICY TO LEARN ABOUT THE INFORMATION THAT WE RECEIVE FROM YOU OR YOUR LIONS CLUB AND HOW WE USE THAT INFORMATION

Multiple District 5M (MD5M) recognizes the importance of protecting the private information of our members. MD5M is dedicated to preventing the unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. Access to private information collected by MD5M is limited to Lions, Lions Clubs, and authorized organizations that will use the information to further Lions' causes. Access to information requires the agreement and compliance with the Lions' privacy policies and practices. This Privacy Policy shall apply to all information maintained by MD5M in whatever format, physical or electronic.

Privacy Policy:

1. MD5M collects personal information about Lions Club and Leo Club members to facilitate communications with and between our members. This information is used solely to further MD5M's purposes, including "to unite the clubs in bonds of friendship good fellowship and mutual understanding" and to conduct its necessary operational activities including:

- Dues and other billings
- Distribution of MD5M Newsletter and membership/officer information and updates
- Compilation of membership profiles and trends to support membership growth, extension and retention programs
- Meeting planning as to facilitate MD5M events and training
- Furtherance of Public Relations activities and Cooperative Alliances
- Support of Lions Clubs International Foundation and other adopted service programs
- Special advertising, non-dues revenue programs or other purposes in accordance with the Purposes and Objects as determined by the MD5M (e.g., Midwest Breakfast, ID banquet, other events)
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations

2. MD5M protects personal information by using password-protected member only areas and by restricting access to such information. It is expected that you will exert due diligence in your password security.

3. Any payment information collected shall be protected by software during transmission, which encrypts all your personal information so that it can be safeguarded over Internet channels. We reveal only a limited part of your credit card number when confirming an order. At the present time, MD5M uses PayPal.

4. To facilitate internal communications among authorized users, MD5M uses an information “opt-out” process. By default, to facilitate internal communication, MD5M has the ability to use members’ contact information unless the member completes an opt-out form. The opt-out form permits the member to select the information that the member would like to opt out of (i.e., email address, phone number, mailing address). No member information will be posted or distributed if the member has chosen to opt-out. If an online service is used for collecting opt-out information, all data being transferred will be encrypted and, upon completion, the information will be printed and maintained by the MD5M Cabinet Secretary before the data is removed from the online service.

5. You should be aware that when you are on the website, you could be directed to other websites beyond our control. If you visit a website that is linked to our website, you should consult the privacy policy of that website before providing any personal information.

6. The content of this website may not be retrieved, displayed, modified, copied, printed, sold, downloaded, hired, reverse engineered or transmitted in any way without the prior written permission of MD5M. The content of our website including without limitation all information, text, photographs, and graphics are protected by copyright, trademarks or other proprietary rights of others or ourselves. An exception is specifically granted to all Lions and Lions Clubs that will use the content absent any contact information to further Lions’ causes.

7. MD5M establishes a list of authorized organizations, which is reviewed annually and approved by the Council of Governors. A copy of the list of authorized organizations may be requested by contacting the Executive Secretary at executivesecretary@lionsmd5m.org. Any organization requesting authorization must complete a written request for approval to solicit as per the “Mailing List” requirements, described below.

Mailing Lists

1. MD5M prohibits furnishing any list of members’ contact information to any person or organization for personal advantage or gain.

2. The MD5M Council of Governors (“COG”) reviews requests from organizations and allows the furnishing of mailing lists to individuals or groups using the lists for approved fundraising or informational purposes.

3. Mailing list requests must include the following:

- Name, address, phone number and email of person or organization requesting the list;
- Purpose for which the mailing list is to be used;
- Written assurance that the list will be used one-time only for the stated purpose and will not be given or sold to others; and
- An exact copy of the material being mailed.

Requests for lists not conforming to the above minimum standards will be returned to the submitter noting that action will not be taken on incomplete requests.

4. The following do not require COG approval to receive available contact information for Club Presidents and Secretaries:

- Clubs bidding for statewide events
- Individuals seeking International office
- Multiple District Projects or Programs
- MD5M Convention

5. Only contact information listed in the MD5M Directory is available and will only be provided electronically. Any approved requests for lists not obtainable from the MD5M Directory will be referred to the organization that, in the COG opinion, has the information available.

6. MD5M Office Staff will download the most recent contact information and supply it electronically to the requestor within 15 days of the request being approved.

7. In compliance with the Children's Online Privacy Protection Act of 1998 (COPPA), site operators should never knowingly request personal information from anyone under the age of 13. If such personal information is inadvertently collected, it will be deleted from the systems.

8. Lions/Leo, District, Multiple District and/or Foundation are expected to consider these 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 in the course of conducting their activities. Written permission may be requested before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. Caution will be exercised when posting any personal information on the Internet or sharing email addresses with third parties.

9. It is recognized that MD5M is an international district and acknowledges the privacy policies of Ontario and Manitoba. However, this Privacy Policy shall be governed by and construed in accordance with the laws of the State of Minnesota.

Any legal action concerning this Agreement shall be brought exclusively in a court of competent jurisdiction nearest the head office of Carver County, Minnesota. Any cause or claim must be commenced within one (1) year after the cause or claim arises.

MD5M's failure to insist upon or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right. Neither the course of conduct between the parties nor trade practice shall act to modify any provision of the Privacy Policy. MD5M may assign its rights and duties under this Privacy Policy to any party at any time without notice.

If you have any concerns or questions about these policies, please contact MD5M: executivesecretary@lionsmd5m.org

**MD5M
INFORMATION OPT-OUT FORM**

I have received and have had an opportunity to review the Multiple District 5M (MD5M) Privacy Policy, which describes how my personal information may be used. I understand that I have the right to restrict the use of some or all of my personal information. In accordance with the MD5M Privacy Policy, I hereby request that the following information be removed from any distribution or mailing list (check all that apply):

- Email address
- Mailing address
- Home phone number
- Work phone number
- Cell phone number

I understand that this Information Opt-Out Form will remain in effect until I complete a new Information Opt-Out Form.

Name: _____
(Please Print)

Signature: _____

Date: _____

Dear Fellow Lion,

As you know, your Lions Club is part of the Multiple District 5M (“MD5M”). Through your Lions Club, MD5M collects personal information about you to facilitate communications with and between our members. This information is used solely to further MD5M’s purposes, including “to unite the clubs in bonds of friendship good fellowship and mutual understanding” and to conduct its necessary operational activities, including dues and other billings; distribution of newsletters and membership/officer information; support of Lions Clubs International Foundation and other adopted service programs; and meeting planning and events. MD5M recognizes the importance of protecting your information and is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. A complete copy of the MD5M Privacy Policy, which explains how your information may be used, is enclosed.

Effective July 1, 2023, MD5M will implement an “opt-out” process for using members’ information. By default, MD5M will have the ability to use your information unless you complete an opt-out form. The opt-out form permits you to select the information that you would like to opt out of (*i.e.*, email address, phone number, mailing address). No member information will be posted or distributed if you choose to opt-out.

In addition to the Privacy Policy, an Information Opt-Out Form is enclosed. Please review the Privacy Policy carefully. If you choose to restrict the use of your personal information, please complete the Form and return it to your Club President ***no later than June 30, 2023***. Your Club President will collect all Forms and submit them to the Executive Secretary of MD5M. ***If you fail to complete and return an opt-out form by June 30, 2023, your personal information will be used in accordance with the Privacy Policy.***

If you have any questions about the Privacy Policy, the Information Opt-Out Form or this notice, please contact _____.