

Park Ridge Garden Club Privacy Policy

Dated: November 16, 2023

The Park Ridge Garden Club (PRGC) is committed to protecting your privacy. The club does not rent or sell any personal information. We want to maintain your trust.

Members:

Our club requires members to provide their name, address, email address, and phone number upon becoming a member. This information is stored on a password protected site with access limited to specific committee members. This information is printed in the annual Yearbook which is only provided to members of the PRGC. In addition, any new members that join after the annual membership drive will have their information posted on the club's website on a password-protected page until the next Yearbook is in print. Club-related information may be sent to members, such as emailing monthly Newsletters and reminders for dues.

This information is not shared with other organizations except for the following:

Park Ridge Park District: This club is an affiliate of the Park District which requires a fee determined by the number of residents and the number of non-residents. In addition, there is a stipulation regarding residency percentage to maintain the status of affiliate. Only names and mailing addresses are provided to the Park District. The Park District Affiliate Organization Agreement states:

The Affiliate shall annually provide a list of officers, directors and participants, including addresses. The Park District agrees to use participant information solely for assessing Affiliate's residency percentage and shall be maintained as Park District confidential information that is not shared with any non-Park District entity.

Garden Clubs of Illinois (GCI): Park Ridge Garden Club's member information (name, mailing address, email address) is provided to GCI to determine annual dues. In addition, the GCI publication, *Garden Glories*, is sent to members via email. If no email address is provided, no publication is provided to that member. Garden club related emails may be sent on occasion. This information is not released to commercial enterprises by GCI.

Visitors to our Website:

Our web host provider, HostGator, provides our club with general information such as the number of visitors and the number of pages viewed per visitor. We do not receive any personal information about those visitors. Our club does not use any personal information provided by a visitor beyond processing a specific request. Contact form information is only used to respond to that individual. Information requested for event tickets purchased online is only used for that event and may include reminder emails or event updates for that event, but not future events.

All online credit card transactions are forwarded to a secure PayPal website and processed by PayPal. Please see their Privacy Policy for information.

In-person Credit Card Transactions:

All in-person credit card transactions are processed using Zettle by PayPal. A person can supply their mobile phone number or email address to receive an electronic receipt. This information is only used to supply a receipt. Any correspondence using this information would only be related to that particular transaction.

Events:

The Residential Beautification Awards Contest requires entrants to grant permission to have photographs of their property as well as their name and address published in the newspaper or publicly displayed, if they are chosen as a winner. All photographs become the property of the PRGC.

The homeowners on the Garden Walk are informed via email when they are formally invited to be on the Garden Walk. This email states that as a participant, you are agreeing to have your name and photos of your garden used for publicity as well as in the printed Programs.

Social Media:

The PRGC does not share Facebook information with other organizations. When visiting the PRGC Facebook page, you are on a third-party site with their own privacy policies. The Group Privacy setting for the PRGC Facebook page is Public - where anyone can see who's in the group and what they post.

Options for Opting Out of Providing Personal Information:

- A member can opt out of publishing their mailing address, email address, and/or phone number in the PRGC Yearbook. This information will remain confidential but is still required. Their name and "member since" information will still be published in the Yearbook.
- A member cannot opt out of receiving PRGC club related emails while a member of the club.
- A member can opt out of providing GCI with their mailing address and/or email address.
- Requests to opt out need to be sent via email to info@parkridgegardenclub.org *or* via the contact form on the club's website at www.ParkRidgeGardenClub.org