

LEHIGH VALLEY AMATEUR ASTRONOMICAL SOCIETY, INC. PRIVACY POLICY

The Lehigh Valley Amateur Astronomical Society, Inc. (hereinafter “the Society”) considers the privacy of our members and the security of member’s personal data to be of paramount importance. This policy describes what information the Society collects and how the Society will protect it. Every member of the Society who may, during the normal course of Society business, be entrusted with another member’s personal information, shall abide by all of the provisions of this policy in the handling of such information.

The Society is currently, or may in the future be, collecting the following types of information from members:

- Name
- Address
- Telephone number(s)
- Names of spouse and/or other family members
- Checking account information
- Credit Card information
- Owned vehicle information

Personal information will be provided to the Society by you, in person or on the LVAAS website. The Society does not collect any information on its members from third-party sources.

The Society’s privacy policy is simple and straightforward: ***The Lehigh Valley Amateur Astronomical Society, Inc. will not share its member’s personal information with any other member, or with an outside person or group, without the expressed consent of the member whose information is being sought.***

When applying for membership, and each year during the renewal period, each member shall sign a form indicating if the member’s telephone number and/or e-mail address is to be made available to other members, if needed to conduct Society business. Two permission columns shall be maintained in the official membership rolls: Phone Number Sharing? Y/N and E-Mail Sharing? Y/N. The Society will never post member’s personal information on the LVAAS website. Members may elect to post their e-mail addresses in the forum sections if they so desire, however, in such instances, the Society does not accept liability for subsequent abuse or misuse of this information.

The ONLY exception to this policy is that the Society will, in an emergency and/or in the existence of an order of a court of law, provide information to a law enforcement officer upon

the receipt of proper identification and the disclosure of the nature of the emergency and/or presentation of the court order.

Except when in actual use, all personal information in the possession of the Society will be secured by lock and key (hard-copy documents) or by strong password (electronic information). The loss or accidental release of personal information shall be reported immediately to the Director of the Society. If the loss or accidental release occurs at the hand of the Director, then the Director shall immediately notify the other three elected officers. The Society will, to the best of its ability, endeavor to retrieve the lost information and/or mitigate the negative effects of the accidental release.

Any member, who maliciously and on purpose releases or causes the unauthorized release of personal information, shall be subject to discipline up to and including expulsion from the Society.

Questions regarding this policy shall be addressed to the Membership Director or the Director of the Society.