

# Collection and Use of FFOFC Member Contact Information

*(updated 16 Jan 2020)*

The Fun Fit and Over Fifty Club collects and maintains contact information such as name, address, contact phone and email address to maintain a membership social roster and to communicate with club members as detailed below. If you have any questions regarding the collection and use of your contact information, please contact FFOFC president and/or vice president.

## **Member Contact Information Collected:**

- First name and last name
- Email address
- Phone number (cell and/or landline)
- Street/Mailing address

We collect the above information from you when you become a member of our club based on the information that you provide on the FFOFC member application form.

## **How we use information provided**

- **Email Communication**

We strive to limit the number of emails sent to our members and “all member” emails are limited to the weekly newsletter and short notice emergent matters.

- **Member Directory**

Member contact information is published in a directory which is emailed to active club members twice per year in a PDF file. This directory does not include postal/physical address. It only includes name (first/last), email address and phone numbers. (Note that member postal and physical addresses are provided to club board members/activity committee chairs for official use only.)

- We release this directory to facilitate coordination and communication between club members. **We request that members not use contact information from the directory to solicit donations or support for other groups or businesses.**
- If you do not wish to have your information included in the Membership directory, please contact the FFOFC membership coordinator.

## **Use of Photographs**

Photographs of people participating in our club activities are taken in public places and may be posted on our website or in the weekly update. If a photo is selected for use in a publication for purposes of advertising such as a brochure or poster, then a photo release will be obtained prior to publication.