

# **Dundee Area Historical Society Privacy Policy**

**The Dundee Area Historical Society**, (DAHS), is committed to keeping any and all personal information collected of our members accurate, confidential, secure and private. Our privacy policy has been designed and created to ensure those affiliated with the Dundee Area Historical Society of our commitment and realization of our obligation not only to meet but to exceed most existing privacy standards.

## **Collection of Information**

We collect the following types of information:

- Voluntarily provided information which may include your name, address, phone number and email address.

Please rest assured that we shall only collect personal information that you knowingly and willingly provide by way of completed membership forms, and emails. It is the intent of the Society to use personal information only for the purpose for which it was requested.

## **Use of Information Collected**

DAHS may collect and may make use of personal information to ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information meant to inform you of upcoming events and may also be in contact with you with regards to completing an annual membership survey.

DAHS does not now, nor will it in the future, sell, rent or lease any of its membership lists and/or names to any third parties.

## **Security**

DAHS shall endeavor and shall take every precaution to maintain adequate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure or modification of the user's personal information under our control.

**How to Contact Us**

If you have any questions or concerns regarding our Privacy Policy, please feel free to contact us at the following email, telephone number or mailing address.

**Email:** DundeeHistory@live.com

**Telephone Number:** (607) 243-7047

**Mailing Address:**

Dundee Area Historical Society  
P O Box 153  
26 Seneca Street  
Dundee, New York 14837

Draft Policy June 2015