

Data Security and Privacy Policy

Organization: Red Mountain Community Social Club

Effective Date: April 7, 2026

Approved by: RMCSC Board

1. Purpose

The purpose of this Data Security & Privacy Policy is to protect the confidentiality, integrity, and availability of Red Mountain Community Social Club (RMCSC) organizational data, including donor, member, and financial information, and ensure compliance with applicable laws, including Arizona data breach requirements. Under Arizona Revised Statutes § 18-551 and Arizona Revised Statutes § 18-552.

RMCSC is committed to safeguarding donor, member, and community trust through responsible data protection practices.

2. Scope

- Applies to Board members and any members who handle RMCSC related information.
- Applies to personal information collected for memberships, events, and communications.

3. Data Collected

- RMCSC collects only information necessary for operations, such as names, email addresses, phone numbers, and payment information when applicable.
- RMCSC does not intentionally collect sensitive personal information such as Social Security numbers or medical information.

4. General Principles

- Limit data collection to what is necessary.
- Use information only for RMCSC purposes.
- Do not sell or share personal information for non-RMCSC purposes.
- Use reputable third-party providers for payments and communications when feasible.

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5. Responsibilities

- Board of Directors: Provide general oversight of data practices.
- Individuals handling data will protect access and follow this policy.

6. Basic Security Practices

- Use password-protected devices and accounts.
- Do not share login credentials.
- Avoid storing personal information on personal devices unless necessary.
- No personal information shall be uploaded to any AI platform.
- Approved platforms include Google, Square, Go-Daddy and Mailchimp, use of other payment or communications platforms require board approval.
- For organizational privileged access accounts, logging of who has access shall be done.

7. Data Sharing

- Information may be shared with Board members or service providers as needed for operations.
- Information will not be shared for marketing or unrelated purposes.

8. Data Retention and Destruction

- Records will be retained in compliance with RMCSB Document Retention and Destruction Policy.

9. Data Incidents and Breach Response

In the event of a suspected or confirmed data breach:

- Secure systems and prevent further access
- Notify the Board President
- Determine the type and scope of data involved
- Identify affected individuals

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9. Data Incidents and Breach Response (continued)

Under Arizona Revised Statutes § 18-552:

- Affected Arizona residents must be notified without unreasonable delay if unencrypted personal information is compromised
- If more than 1,000 individuals are affected, notification to the Arizona Attorney General is required
- Maintain a record of the breach, response actions, and notifications

10. Policy Review

Policies and procedures are reviewed and revised at the direction of the Board President as needed or to align with changes in the law or changes in organizational practices.