

## **GREATER KANSAS CITY PIPE CLUB (GKCPC) - PRIVACY POLICY**

**Policy Date: 08-15-2022**

The Greater Kansas City Pipe Club is a social club for pipe, tobacco, and cigar enthusiasts that cares about your privacy. We collect and use personal information only as needed to deliver our products and services, and to communicate with you about activities. Your personal information includes information such as:

- Name
- Address
- Telephone number
- Date of birth
- Email address
- Billing and payment information
- Other data collected that may identify you directly or indirectly

Our Privacy Policy not only explains how and why we use your personal information that we collect, but also how you can access, update, or otherwise take control of your personal information.

If at any time you have questions about our practices or any of your rights described below, you may reach our website manager at **PrivacyPolicy@GKCpipeclub.com**. We monitor this inbox regularly to improve confidentiality in your online experience with our website.

### **Information We Collect, How We Collect it, and Why**

Your personal information may be collected directly when you:

- i. create an account or purchase any of our Services (ex: billing information, including name, address, credit card number, government identification);
- ii. request assistance from our customer support team (ex: phone number, voice recordings);
- iii. complete contact forms or request newsletters or other information from us (ex: email); or

Additional information may be collected when delivering our services to you to ensure necessary and optimal performance.

### **COOKIES**

On our website can anonymously track browsing behavior, such as items purchased for inventory tracking. Specifically, the data collected relates to your interactions with our site features or third-party features, such as social media plugins, contained within the services; Internet Protocol (IP) address (for example, to determine your language preference; browser type and settings; the date and time the Services were used; device type and settings; operating system used; application IDs, unique device identifiers; and error data). Go Daddy technologies automatically collect data to measure website performance and improve our systems, including metadata, log

files, page load time, server response time to optimize DNS resolution, network routing and server configurations.

## **SUPPLEMENTED DATA**

We may receive supplemental information about you from other sources, such as, from publicly available databases, social media platforms, or third parties. If you provide personal information about others, or if others give us your information, we will only use that information for the specific reason for which it was provided to us.

## **HOW WE UTILIZE INFORMATION**

We minimize the data we collect and limit its use and purpose to only that (1) for which we have been given permission, (2) as necessary to deliver the services you purchase or interact with, or (3) as we might be required or permitted for legal compliance or other lawful purposes:

## **DELIVERY, IMPROVEMENT, UPDATING, AND ENHANCEMENT OF OUR SERVICES**

We collect various information relating to your purchase, use and/or interactions with our services. We utilize this information to:

- Improve and optimize the operation and performance of our Services (again, including our websites and mobile applications)
- Diagnose problems with and identify any security and compliance risks, errors, or needed enhancements to the Services
- Detect and prevent fraud and abuse of our Services and systems

Much of the data collected is aggregated or statistical data about how individuals use our services and is not linked to any personal information.

## **SHARING WITH TRUSTED THIRD PARTIES**

We may share your personal information with third parties with which we have partnered to allow you to integrate their services into our own services, and with trusted third-party service providers as necessary for them to perform services on our behalf, such as:

- Processing credit card payments
- Performing analysis of our services, customer demographics, and sentiment
- Communicating with you, such as by way of email or survey delivery
- Customer relationship management
- Security, risk management and compliance

These third parties (and any subcontractors they may be permitted to use) have agreed not to share, use, or retain your personal information for any purpose other than as necessary for the provision of services.

## **ADVERTISEMENTS**

We do not use personal information to serve you ads.

## **COMMUNICATIONS WITH YOU**

We may contact you directly or through a third-party service provider regarding products or services you have signed up or purchased from us, such as necessary to deliver transactional or service-related communications. We may also contact you with offers for additional services we think you'll find valuable if you give us consent, or where allowed to contact you based on legitimate interests. You don't need to provide consent as a condition to purchase our goods or services. These contacts may include:

- Email
- Text (SMS) messages
- Telephone calls
- Automated phone calls or text messages.

You may also update your subscription preferences with respect to receiving communications from us and/or our partners by signing into your account and visiting your "Account Settings" page.

## **WE ARE NOT RESPONSIBLE FOR THE PRIVACY PRACTICES OR THE CONTENT OF THIRD-PARTY SITES. READ THE PRIVACY POLICY OF ANY WEBSITE YOU VISIT.**

If you make use of a service that allows you to import contacts (ex. using email marketing services to send emails on your behalf), we will only use the contacts and any other personal information for the requested service. If you believe that anyone has provided us with your personal information and you would like to request that it be removed from our database, please contact us at [PrivacyPolicy@GKCpipeclub.com](mailto:PrivacyPolicy@GKCpipeclub.com).

## **TRANSFERENCE OF PERSONAL INFORMATION ABROAD**

If you utilize our services from a country other than the country where our servers are located, your personal information may be transferred across international borders, which will only be done when necessary for the performance of our contract with you, when we have your consent to do so, or subject to the appropriate standard contractual clauses.

## **LEGAL, REGULATORY, AND LAW ENFORCEMENT COMPLIANCE**

We cooperate with government and law enforcement officials and private parties to enforce and comply with the law. We may disclose any information about you to government or law enforcement officials or private parties as we, in our sole discretion, believe necessary or appropriate to respond to claims and legal process (such as subpoena requests), to protect our property and rights or the property and rights of a third party, to protect the safety of the public or any person, or to prevent or stop activity we consider to be illegal or unethical.

To the extent we are legally permitted to do so, we may take reasonable steps to notify you if we are required to provide your personal information to third parties as part of legal process.

## **DATA SECURITY AND STORAGE**

We follow generally accepted standards to store and protect the personal information we collect, both during transmission and once received and stored, including utilization of encryption where

appropriate. We retain personal information for as long as required to engage in the uses described in this Privacy Policy unless a longer retention period is required by applicable law.

The criteria used to determine our retention periods include the following:

- The length of time we have an ongoing relationship with you and provide services to you (for example, for as long as you have an account with us or keep using our Services);
- Whether account owners modify, or their users delete information through their accounts;
- Whether we have a legal obligation to keep the data (for example, certain laws require us to maintain records of your transactions for a certain timeframe before we can delete them); or
- Whether retention is advisable considering our legal position (such as, regarding the enforcement of our agreements, the resolution of disputes, and applicable statutes of limitations, litigation, or regulatory investigation).

If you have any questions about the security or retention of your personal information, you can contact us at [PrivacyPolicy@GKCPipeclub.com](mailto:PrivacyPolicy@GKCPipeclub.com).

#### **ACCESS, UPDATE, OR DELETE YOUR DATA.**

To easily access, view, update, delete or port your personal information, or to update your subscription preferences, please sign into your Account and visit “Account Settings.”

If you make a request to delete your personal information and that data is necessary for the products or services you have purchased, the request will be honored only to the extent it is no longer necessary for any services purchased or required for our legitimate business purposes or legal or contractual record keeping requirements.

If you are unable for any reason to access your Account Settings, you may also contact us by one of the methods described in the “Contact Us” section below.

#### **CONTACT US**

**Greater Kansas City Pipe Club President** – Quinton Wells – [Quinton@GKCPipeClub.com](mailto:Quinton@GKCPipeClub.com)

**Greater Kansas City Pipe Club Treasurer** – Larry Humphrey [LarryH@GKCPipeClub.com](mailto:LarryH@GKCPipeClub.com)

**Greater Kansas City Pipe Club Website Manager** – Danielle Malan – [Dmalan@GKCPipeClub.com](mailto:Dmalan@GKCPipeClub.com)

**Inquiries and Changes to Personal Account** - [PrivacyPolicy@GKCPipeclub.com](mailto:PrivacyPolicy@GKCPipeclub.com)