



## **Texas Bay Area Genealogical Society Data Use, Protection, and Privacy Policy**

The Texas Bay Area Genealogical Society (BAGS), as an organization, must protect its data as well as data that it collects, and when storing personal information. Our members' privacy is very important to us. Accordingly, we have developed this policy for you to understand how we use, communicate, disclose, and make use of all information collected and maintained.

### **Policy Scope**

This policy describes how this organization and members' personal information will be handled and stored to meet the BAGS' data usage standards and describes BAGS' efforts to protect data from being disclosed to third parties. This policy applies to:

- Board of Directors including officers, committee chairs and members of BAGS
- All vendors, partners and other people working on behalf of BAGS

As part of BAGS' operations, we obtain and process information. When persons join BAGS, signing the application gives BAGS information in a transparent way and only with the full cooperation and knowledge of the new members. This information includes any offline or online data that makes a person identifiable such as names, family members names, addresses, email addresses, phone numbers, BAGS' usernames, passwords, photographs, digital footprints, and financial data. Also, the member will be made aware, upon request, of the following:

- Type of data collected
- How data will be processed
- Who has access to their information
- Procedure to request modification or correction of data in our database

### **How BAGS Uses Collected Information**

BAGS may collect and use information for the following purposes:

- To run and operate our site: We will collect information to use for performing the business operations, such as keeping members informed of BAGS benefits and events.
- To improve customer service: Information members provide helps us respond to your customer service requests and support needs more efficiently.
- To personalize member's experience: We may use information in the aggregate to understand how our members as a group use BAGS' services and resources.
- To improve our website: We may use feedback you provide to improve our services.
- To send periodic emails or communicate via calls: We may use email or communicate via telephone calls to provide information and updates to our

members pertaining to our services. Your information may also be used to respond to members' inquiries, questions, and/or other requests.

### General Guidelines

Everyone who is a member of BAGS has some responsibility for ensuring data is collected, stored, and handled according to this policy.

Each member that handles personal data must ensure that it is handled and processed in line with this policy.

- Member information shall not be downloaded for personal use. That is, member phone numbers, e-mail, or mailing addresses shall not be used for solicitation or communication outside of BAGS.
- Members should always verify before providing any kind of information, since people may not be who they claim to be.
- All members will receive communication(s) to be made aware of any unauthorized access to their data.

Each member that submits photographs, genealogical data, comments, feedback, suggestions, email, and similar information or materials, e.g., articles, manuscripts, video, or other material, is acknowledging and agreeing that:

- You are the author of the submission or
- That you are making the submission with the express permission of the author/owner.

Data should not be shared informally. When access to personally identifiable information is required, members can request it from the Board of Directors.

The Board of Directors has the responsibility for ensuring that BAGS meets its legal obligations.

- The only people that will have major access to BAGS data covered by this policy should be those who need access for their work in support of BAGS. Therefore, all BAGS' Board of Directors and/or volunteers shall complete and sign the BAGS' Non-Disclosure Agreement, attached hereto, to cover the term of their position to be held within BAGS.
- BAGS will provide training to all new Board members and volunteers to help them understand their responsibilities when handling data. Members shall keep all data secure by taking sensible precautions and following the data storage guidelines below.
- Strong passwords must be used, and they should never be shared.
- Personal data should not be disclosed (e.g., a BAGS' member should not be providing another member's information (address, phone, e-mail) to anyone inside or outside of BAGS just by looking at our yearbook).
- Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.

## Data Storage

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the Board of Directors. When data is stored on paper, it should be kept in a secure place where unauthorized people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- Data will be held in as few places as necessary. Officers and Board members should not create any unnecessary additional data sets.
- Data printouts should be shredded and disposed of securely (2 years is generally sufficient; 7 years for financial/tax documents) when no longer required.

When data is stored electronically, it must be protected from unauthorized access, accidental deletion, and malicious hacking attempts:

- Data should be protected by strong passwords that are changed regularly.
- Data should only be stored on designated drives and servers and should only be uploaded to an approved cloud service.
- Data should be backed up frequently.
- Data should never be saved directly to mobile devices like tablets or smart phones and should only be downloaded to local computers for working use.
- Updated local files should be uploaded to the Google shared drive as the file is updated.
- All downloaded BAGS board files shall be deleted from their local computer once the person is no longer filling the board role.
- All servers and computers containing data should be protected by security software and a firewall.

## Changes To This Policy

BAGS has the discretion to update this policy at any time. When we do, we will post a notification on our website. We encourage members to periodically review this policy on our website for any changes to stay informed and be aware of any changes.

## Member Acceptance of this Policy

Persons joining BAGS will be required to accept this policy with submittal of their membership application. Also, members renewing their BAGS membership will be deemed as acceptance of this policy.

By using our website, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our website. Your continued use of the website following the posting of changes to this policy will be deemed your acceptance of the policy and those changes.