

Privacy Policy

Effective **January 1, 2010**

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Our Commitment To Privacy

When you entrust your personal information to a web site, you expect the operators of that site to demonstrate that they have earned your trust. Maintaining your privacy and the security of your personal information is our highest priority.

Zonta Club of Houston or ZCH Educational & Charitable Fund (ZCHECF) and ClubExpress (Operator of the website) are committed to following all relevant federal and state laws and industry guidelines regarding your personal information and how it is protected. In fact, our goal is to exceed these guidelines and to be ahead of the pack in this area.

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and under Documents> Official Club Documents-Public.

The Information We Collect:

This site (Zonta Club of Houston website) stores personal information about you, including your name, contact information (addresses, phone numbers, email), demographic data (date of birth, etc.), payment information such as (optionally) credit card numbers, user name and password. Zonta Club of Houston or ZCH Educational & Charitable Fund (ZCHECF) uses this information for club activities, including event registration, tracking member interests, discussion forums, committees, donations, member directory, etc.

Within this web site, only authorized administrators have access to personal information on members. Zonta Club of Houston or ZCH Educational & Charitable Fund (ZCHECF) does not sell or trade membership data to third party vendors.

ClubExpress (and its parent company, Gembrook Systems, LLC) does not collect personal information for its own purposes. All personal information is collected on behalf of the clubs that have signed up for our web hosting and management services.

This site also collects information as you navigate around the site, using standard Internet technologies (such as IP addresses and cookies, and reading your browser version, operating system and computer type, etc.) We use this information to help us improve our products and services and for security purposes, to detect and to block security breaches and to provide you with a safe online environment.

Zonta Club of Houston has enabled a ClubExpress module which provides an online Member Directory. This information is available only to Club members and is controlled with userids and passwords.

The Way We Use Information:

We use the information you provide about yourself to complete your request for information or process your event registration or donation. We do not share this information with outside parties except to the extent necessary to complete the registration or request for information.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We do not have advertisers and in addition, we do not share information with advertisers.

Finally, we do not use or share the personally identifiable information provided to us online in ways unrelated to the ones described above.

What ClubExpress Will Not Do

Neither ClubExpress nor club officers have direct access to your password or credit card information. This data is encrypted by the system using state of the art technologies and cannot directly be accessed. If you forget your password, we can reset it at your request. You will then be required to change it when you next log in.

You have the option to not store your credit card information in our system. If you select this option, you will need to re-enter it for each transaction. Once your card has been authorized using an encrypted transfer, we only retain the last 4 digits for reporting purposes.

ClubExpress will not independently contact you regarding new features or products or other service offerings unless you are listed as an official club contact, responsible for your club's relationship with us. We do not send unsolicited email (aka spam) to email addresses in your club's database.

Neither ClubExpress nor Zonta Club of Houston will sell or otherwise share your name or any contact information with any third parties, including partners, advertisers or service providers, except as necessary to fulfill your explicit requests. For example, when you renew your membership using a credit card, we must share data with the credit card processing company to approve the transaction. When register for an event through the site, we must share some data with the vendor who fulfills this order. But we will never sell or share this data for marketing or revenue purposes.

ClubExpress may generate and provide aggregate statistics about our club customers and their members, online traffic patterns and related information to customers and partners, but this information will not contain data which is individually identifiable or which can be linked back to a specific person, family, or business organization member.

Behind the scenes, you should know that other clubs are also using the same software and computers to manage their operations. Information collected through your membership in one club is never visible to members or administrators of other clubs. Unfortunately, if you are a member of multiple clubs running on the ClubExpress platform, you have to maintain your information separately for each club. But we think that the added security from keeping clubs completely separate is worth the small extra effort.

We will disclose information if required to do so by law or by order of a competent government authority (such as a court order) or to protect ClubExpress or a member club in the event of a threat against the company or an employee or club officer.

Our Commitment To Data Security

ClubExpress's computers are hosted by an independent hosting company in their secure data center behind a firewall. Only authorized personnel have physical access to these computers. We take care to promptly install all service packs and security updates, and the data is backed up nightly. We continually test our platform to ensure that security is maintained. Confidential data is transmitted using SSL encryption; our SSL Certificate was issued by InstantSSL, one of the most respected names in Internet security.

Within ClubExpress, only authorized employees, who are trained in the proper handling of confidential customer information, have access to your records.

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

Our Commitment To Children's Privacy:

This site is not intended for unsupervised access by children under the age of 13. We will not knowingly collect information from site visitors of this age group. We encourage parents to talk to their children about their use of the Internet and the information they disclose online.

How To Contact Us

If you have any questions, comments, or concerns about this Privacy Policy or the information practices of this site, please contact website operator at:

Gembrook Systems, LLC

5005 Newport Drive, Suite 203

Rolling Meadows, IL 60008

Phone: 1-866-HLP-CLUB (457-2582)

Email: support@clubexpress.com

Should you have other questions or concerns about these privacy policies, please email Zonta Club of Houston at president@zontahouston.org.