

Dragon Boat Charleston Privacy Policy

Introduction

At Dragon Boat Charleston, we take your privacy seriously. This policy outlines how we collect, use, and protect your personal information. We want to assure you that we do not sell your information to any third parties.

Information We Collect

Our organization collects various kinds of information to fulfill our mission. This includes:

1. Personal Information

- Donor Information: Name, address, email, phone number
- Volunteer Information: Information related to your participation, including name, contact details, and any applicable background checks or legally required documents.
- Event Participants: Information gathered during events, including registration details.
- Members: Information provided during the registration process.

2. Financial Information

- Financial information (e.g., credit card details, banking info) necessary for processing payments.
- Although this may be collected for processing, we do not retain banking and credit card data.
- You may choose to have a third-party provider, such as our donation platform, store your information for future use. Please refer to their privacy policies.

3. Non-Personal Information

- Website Data: IP address, browser type, pages visited, and the duration of visits to help us improve our online offerings.
- Cookies: We use cookies to enhance your experience on our website; you can manage cookie preferences through your browser settings.

How We Use Your Information

Your information is used for purposes that align with our mission and operations:

- Processing Donations: To ensure successful handling of your contributions and provide you with acknowledgments and receipts.
- Volunteer Coordination: To communicate with volunteers about opportunities and activities.
- Event Management: To inform you about upcoming events, registration details, and follow-ups.
- Communications: To send newsletters, updates, and announcements about our programs and initiatives. You can unsubscribe from these communications at any time.

How We Protect Your Information

We implement multiple safeguards to protect your information:

- **Data Encryption:** Sensitive information is encrypted both in transit and at rest by our payment processing platforms.
- **Access Controls:** Only authorized staff members who need your information to perform their job functions will have access to it. Their access is limited to the information required to perform their duties and may not include all personal information.
- **Staff Training:** All personnel are trained on data protection practices to ensure your privacy.
- **Regular Audits:** We periodically review our data protection practices to identify and mitigate risks.

Information Sharing Practices

We do not sell or rent your personal information to third parties. We may share your information with:

- **Service Providers:** Third parties performing functions on our behalf, such as payment processing, data analysis, and communication management. These service providers are contractually obligated to protect your information.
- **Legal or Regulatory Bodies:** If required by law, we may disclose your information to comply with applicable regulations.

How Long We Retain Your Information

Your data is retained only as long as it is necessary to fulfill the specific purpose for which it was collected and to meet our legal obligations.

- **Donor Records:** 7 years after the last donation, in order to meet legal obligations and establish donors' giving history
- **Marketing Data:** up to two years
- **Routine correspondence** may be deleted after two years.

Record Disposal

At the end of the retention period, we will destroy or anonymize your data using a secure process.

- **Physical Records:** Physical records containing sensitive information will be shredded or disposed of using a reputable document destruction service.
- **Digital Records:** Digital records will be anonymized or permanently deleted using secure deletion methods to prevent data recovery.

Minors' Privacy

Dragon Boat Charleston does not knowingly collect personal information of minors (under 18 years old). The exceptions are paddling and volunteer waivers, which also require a parent or guardian signature.

Your Rights

You have several rights regarding your personal information, including:

- Access: You may request a copy of the information we hold about you.
- Correction: You can request corrections to any inaccurate or incomplete data.
- Opt-Out: At any time, you can unsubscribe from our communications by:
 - Selecting "unsubscribe" on the email.
 - Emailing us at info@dragonboatcharleston.org
 - Texting OPT OUT and your name to (843) 595-6012.
- Data Deletion: You may request that we delete your personal information, subject to any legal obligations we must fulfill.

Changes to This Privacy Policy

We may modify this privacy policy as necessary. Changes will take effect immediately upon approval by the Board of Directors and will be posted on our website. We encourage you to review this policy periodically to stay informed about how we are protecting your information.

Contact Us

For any questions or concerns regarding this privacy policy or your personal information, please contact us:

Email: info@dragonboatcharleston.org

Phone: (843) 595-6012

Address: 1643 Savannah Hwy, Box 261, Charleston, SC 29407

We appreciate the trust you've placed in Dragon Boat Charleston and are committed to protecting your personal information. Thank you for supporting our vision to redefine cancer survivorship.