**SAMPLE TEMPLATE – Terms of Use for Internet and E-mail**

**Privacy Policy for Internet and E-mail**

**for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League**

This Online Privacy Statement applies to data collected by \_\_\_\_\_\_\_\_\_\_\_\_\_Community League through its websites and e-mail.

**Purchase of Community League Memberships**

EFCL AT www.efcl.org provides community league memberships as a service to Edmonton community leagues. Community league boards have the right to refuse membership to any application. The online purchase of a membership does not guarantee membership in any league. Addresses of members will be verified and community leagues will first encourage membership to home leagues before issuing guest memberships. Abuse of the ordering system and misrepresentation of home addresses in this purchase process could lead to abolition of online ordering privileges and/or membership to leagues and/or participation in activities that are benefits of community league membership. All fees collected are distributed to leagues.  Any claims you have must be processed through the leagues.  Administrative handling charges are non-refundable.

**Collection of Your Personal Information**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League is committed to protecting your privacy. The league uses personal information only for the specific purpose for which it was originally collected and will not loan, distribute or sell the personal information it collects to any other party except where EFCL requires such information for its requirements.

We occasionally hire other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, providing customer support, hosting websites, processing transactions, or performing statistical analysis of our services. Those service providers will be permitted to obtain only the personal information they need to deliver the service. They are required to maintain the confidentiality of the information and are prohibited from using it for any other purpose. However, for credit card processing, our fraud detection vendors may use aggregate data to help improve their service. This helps them more accurately detect fraudulent uses of credit cards. We may access or disclose information about you, including the content of your communications, in order to: (a) comply with the law or respond to lawful requests or legal process; (b) protect the rights or property of \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League or our customers, including the enforcement of our agreements or policies governing your use of the services; or (c) act on a good faith belief that such access or disclosure is necessary to protect the personal safety of \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League employees or the public.

**Communication Preferences**

You can stop the delivery of future promotional e-mail from \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League sites and services by following the specific instructions in the e-mail you receive.

You also choose whether you want to receive promotional e-mail, telephone calls and mail from \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League by (taking the appropriate action.)

***FOR LEAGUES WITH WEBSITE REGISTRATION INCLUDE THIS PARAGRAPH***

In order to access some \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League services, you will be asked to sign in with an e-mail address and password, which we refer to as your user credentials. You can use the same credentials to sign in to several \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League pages and services.

We may use technologies, such as cookies and web beacons, to collect information about the pages you view, the links you click and other actions you take on our sites and services. We also deliver advertisements and use website analytics tools on our site. When you receive newsletters or promotional e-mail from \_\_\_\_\_\_\_\_\_\_\_\_\_ Community League, we may use web beacons, customized links or similar technologies to determine whether the e-mail has been opened and which links you click in order to provide you more focused e-mail communications or other information.

**Enforcement of This Privacy Statement**

If you have questions regarding this statement, please e-mail \_\_\_\_\_\_\_\_ league online support e-mail.

**Changes to This Privacy Statement**

We will occasionally update this privacy statement to reflect changes in our services and customer feedback. When we post changes to this statement, we will revise the "last updated" date at the top of this statement.

**Contacting Us**

\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League welcomes your comments regarding this privacy statement. If you have questions about this statement, believe we have not adhered to it or if you have a technical or general support question, please e-mail \_\_\_\_\_\_\_\_ or call \_\_\_\_\_\_\_\_\_\_\_.

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert date uploaded)