

**Sarasota/Gulf Coast Chapter of ASG**  
**2022 Notice: Privacy and Protection of your Personal Information**

Our Chapter takes the issue of protecting your right to keep your personal information private very seriously. You have a right to know what happens to the information that you give to ASG, our Chapter, your NG Leader and other ASG members.

**INFORMATION COLLECTED BY ASG**

ASG collects and shares some of your information with our Chapter in an online report that requires a password from the person accessing it. The information includes your name, join date, expiration date, ASG ID Number, mailing address, email address, phone and whether your renewal is automatic each year.

This information is only shared with Chapter Leadership- it cannot be accessed by anyone in any other Chapter. ASG automatically grants access only to the President of your chapter. In turn, the President may authorize her Chapter's Officers and Appointees to have access.

The President is responsible for determining who has access to the information that ASG offers. Our Membership Chair has access so she can monitor current and expiring member status. Our Editor and Email Manager have access in order to send members our Needle News and Chapter Blast Outs.

Your Neighborhood Group Leader receives your contact information from our Membership Chair. NG Leaders use your email to send you program information. Our printing company, Creative Technologies receives your name and mailing address from our Editor if you opt to receive Needle News by mail.

**INFORMATION COLLECTED BY OUR CHAPTER**

As a chapter, we also receive information directly from you. Information you give us in response to an email, a sign in sheet or in person may be shared with CAB officers, NG Leaders and other volunteers so that we can contact with information about our activities and events.

Emails, called "Blast Outs" are sent to our members throughout the year and your email address may be visible to other members.

Members are prohibited from using your information to spam you or send you any marketing content outside of official ASG business. "Member A" cannot share "Member B's information with others outside of ASG."

**If any ASG member has sent you spam or marketing content, report it to "[sgcasg@gmail.com](mailto:sgcasg@gmail.com)".**

You may decide to personally share your information with your ASG friends. What you share with individuals on a personal level is not protected by this privacy policy.

### **OPT OUT**

Please email "[sgcasg@gmail.com](mailto:sgcasg@gmail.com)" **if you would like to be removed from all emails** sent by our President (including links to the current Chapter Newsletter).

### **WHO TO CONTACT**

If you have question about the personal information that is collected and shared between our Chapter's Leadership please contact our President, Lorraine Potter ([lorraine@sgcasg.org](mailto:lorraine@sgcasg.org)) or our IT Administrator, Sandi Dickenson ([sandi@gmail.org](mailto:sandi@gmail.org)).

If you have any questions on what personal information is collected and shared at the ASG National level, please contact ASG directly at [info@asg.org](mailto:info@asg.org).

Sandi Dickenson  
IT Administrator

Submitted for CAB Approval July 2022

SUMMARY OF CHANGES to Nov 2019 Policy:

1. Removed reference to Member Directory
2. Deleted reference to Chapter not being on social media/forums/groups
3. Clarified wording of members not sharing another members information
4. Updated name of president
5. Updated contact information