

## **Southern California Genealogical Society Statement of Privacy.**

The Southern California Genealogical Society (designated as SCGS below) is committed to protecting your privacy as described below.

### **Collection of your Personal Information**

SCGS collects personal information, such as your e-mail address, name, address and/or telephone number. Information collected is used solely for performing normal business operations such as billing, collecting funds, shipping products, and related accounting tasks.

### **Use of your Personal Information**

SCGS and its service partners collect and use your personal information to process orders and deliver the products requested. SCGS may also use personal information to inform you of products or services available. SCGS may also contact you via surveys to conduct research about your opinion of services or of potential new services that may be offered.

SCGS does not sell, rent or lease its customer lists to third parties.

SCGS does not use nor disclose sensitive personal information, such as race, religion, or political affiliations.

We may engage other companies to provide limited services on our behalf, such as handling the processing and delivery of mailings, processing transactions, or performing statistical analysis of our services. We will provide those companies only the personal information they need to deliver the service. They are required to maintain the confidentiality of your information and are prohibited from using that information for any other purpose.

SCGS may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on SCGS, or (b) protect and defend the rights or property of SCGS including its website; or (c) act under exigent circumstances to protect the personal safety of users of SCGS or the public.

### **Opt Out Procedures**

SCGS offers its customers choices for the collection, use and sharing of personal information. You may notify us of your preferences by emailing [scgs@scgsgenealogy.com](mailto:scgs@scgsgenealogy.com) or by calling the SCGS office. Please be sure to provide complete account information to ensure you are correctly identified in our records.

You may also stop the delivery of promotional e-mail from Southern California Genealogical Society by responding directly to any email you receive with a request to remove you from the mailing list.

**Security of your Personal Information**

SCGS is committed to protecting the security of your personal information. We use comprehensive security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. Personal information is stored on computer systems with limited access that are located in controlled facilities. Highly confidential information (such as credit card numbers) is transmitted using a secure payment gateway.

**Changes to this Statement**

SCGS may occasionally update this Statement of Privacy. If there are material changes to this Statement, SCGS will prominently post such changes prior to implementing the changes.

SCGS encourages you to periodically review this Statement to remain informed of SCGS privacy policy.

**Contact Information**

If you have any questions about this privacy statement you may contact us at:

Southern California Genealogical Society  
400 Irving Drive  
Burbank, CA 91504-2408  
818-843-7247