



# Badger Pets and Handlers (Badger-PAH)

## Standard Operating Procedures

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### Data Privacy

Version 1.0.1  
Revision Date: 03/11/2024

1. Purpose
  - a. Badger-PAH collects data in an attempt to ensure we are able to provide our members the best possible experience. This policy outlines our practices regarding the collection, use, maintenance, and disclosure of personal data for members and former members.
2. Personal Data
  - a. When applying for membership with Badger-PAH and at any time while a member, we may ask you for certain personally identifiable information which could be used to identify or contact you. This currently includes, but is not limited to: Legal Name, Persona Name, Date of Birth, Phone Number, Email Address, Mailing Address, and Photograph of ID to confirm identity.
3. Photography
  - a. During our events, Badger-PAH will often have a representative or representatives who will take photographs. Those photos are the property of Badger-PAH. All members of our organization had to read and accept/decline a photography waiver during the application process; Badger-PAH will do its best effort to exclude any members who decline the waiver from our official photography. For any non-Badger-PAH members, attendance at a Badger-PAH event represents consent to being photographed. Badger-PAH will do its best to announce when taking photographs that are intended to be used for the website, social media posts, newsletters, or other communications so that attendees can choose to stay out of such photographs.
4. Data Retention
  - a. Member information is retained indefinitely as necessary to maintain our rosters on active and former members.
  - b. Photographs of IDs for identity verification are only stored long enough to verify the member's identity.
  - c. Photography is retained indefinitely.
5. Data Storage & Security
  - a. All Badger-PAH information is stored in a secure cloud-based drive and is only accessible by a select few individuals. Badger-PAH will attempt to ensure data privacy to the best of its ability, but acknowledges no system is 100% secure.
6. Data Access
  - a. All Badger-PAH Board members have access to all information related to the membership of our organization.
  - b. The Board may grant limited access to other members of the organization who need such information to perform their duties within the organization (i.e. committee members).
7. Social Media / Events
  - a. Badger-PAH is not responsible for any identifying information that may be gathered or publicly available in relation to individual interaction with Badger-PAH's presence on any social media platforms or at Badger-PAH events.
8. Member control of personal information

- a. Update information
    - i. To update your information with Badger-PAH, please email [admin@badgerpah.org](mailto:admin@badgerpah.org)
  - b. Delete information
    - i. At the request of a member Badger-PAH can delete their membership information. This will end their benefits as a Badger-PAH member. Please send such a request to [admin@badgerpah.org](mailto:admin@badgerpah.org).
9. Disclosure
- a. Badger-PAH may disclose personal data or maintain separate files in the good faith belief that such action is necessary to:
    - i. To comply with a legal obligation.
    - ii. To protect the personal safety of our members, event attendees, and volunteers.
    - iii. To prevent or investigate possible wrongdoing in connection with Badger-PAH.
    - iv. To protect and defend the intellectual and physical property or rights of Badger-PAH.
    - v. To protect Badger-PAH against legal liability.
10. Updates
- a. Badger-PAH may update this policy at any time and will notify its membership in the event of an update.

Version	Revision Date	Adoption Date	Comment
1.0.0	08/20/2020	08/20/2020	Original
1.0.1	03/11/2024	3/17/2024	A selection of grammatical updates and small clarifications.