# **CORA Privacy Policy**

September 2, 2003

## What this privacy policy covers

This policy covers how CORA (the Charleston Ocean Racing Association) treats personal information that it receives. Personal information is information about you that is personally identifiable like your name, address, email address, or phone number, and that is not otherwise publicly available.

#### Information collection and use

CORA receives personal information when you join CORA, renew your membership, or when you register for special CORA events such as Charleston Race Week. At these times we ask for information such as your name, address, telephone number and email address.

CORA uses personal information for the general purpose of maintaining it's membership rolls, and in furthering it's goal to promote sailing, to encourage good fellowship among yachtsmen, afloat and ashore, to assist yacht-owner members to obtain competent and congenial crews, and to assist its non-yacht owning members to obtain desirable berths.

## Information sharing and disclosure

CORA does not rent, sell, or share personal information about you with other people, companies or organizations except under the following circumstances:

- CORA member and associate names and contact information are published in the CORA Skipper's Guide.
- CORA member and associate names and contact information are published on the CORA web site.
- CORA occasionally shares member and associate names and contact information with other racing-affiliated organizations when the executive committee believes that doing so will further the CORA goal.

### Option to withhold release of personal information

You may elect to have CORA not release personal information it maintains about you under any circumstances. If you make this election you will receive the WindWords newsletter and any additional specific mailings the organization may produce. Your address, email address, and phone number will not appear on the CORA website or in other membership listings that are publicly available, nor will your personal information be made available to other organizations.

#### **Changes to this Privacy Policy**

The CORA executive committee may update this policy. If it does you will receive notification in the CORA newsletter, the WindWords.

**Implementation of this Privacy Policy**The CORA secretary is responsible for implementing this Privacy Policy. The secretary shall not release personal information except as provided for in this policy or as directed by executive committee.