



Topeka Genealogical Society Privacy Policy

The Topeka Genealogical Society (TGS) respects the privacy of our members and patrons. We are sensitive to concerns about how personal information is used and shared. Any personal information that you provide to us (including and similar to your name, address, telephone number and email address) will not be released, sold, or rented to any entities or individuals outside of TGS. This policy has been developed to explain how we collect, use, communicate and disclose, and make use of personal information.

We use the information that you provide on our website for such purposes as responding to your requests, managing your membership account with us, communicating with you, and monitoring the effectiveness and engagement with our services and offerings. We employ a third-party company to process credit and debit card transactions on our behalf – your credit card information is not stored on our website or in any of our databases. The third-party company has access to personal information such as your name, address and phone number, which is needed to perform their functions, but they may not use it for other purposes.

What Information We Collect:

TGS receives and stores certain types of information when you interact with us. We collect and store the basic information needed to manage your membership or transactions with us, and additional optional information about your genealogy interests to help us better tailor our services and offerings to meet our members' needs.

Basic Contact Information and Transaction History: When you sign up with us as a member or otherwise interact with us by registering for an event or making a purchase or donation, we may collect basic identifying information like your name, address, email address and phone number. We use that information to be able to communicate with you and to follow up to complete transactions. We also add a summary description of your interactions with us (membership purchases, event registrations, purchases and donations, volunteer activity) to the History section of your member profile. We use that information to learn about the level of engagement we have with our members. Your transaction history is only available to you and to a small number of leaders/managers within our organization, and is never shared with other members or outside of our organization.

Optional Information About Your Genealogical Interests and Needs: If you choose to provide the information to us, we may also collect and store additional information such as your age, genealogy experience level, genealogical research interests, current or former occupation, and your possible volunteer interests. This information helps us to better understand our members and more effectively target our offerings to your interests and needs. This information is shared only internally with a limited number of TGS leaders/managers, and is never shared with other members or outside of our organization.

Cookies and IP Address: Like many websites, we use “cookies” to personalize and improve your interactions with our website. A “cookie” is a small data text file that is placed in your browser to allow the website to recognize you each time you access it. Cookies do not contain any personal information, and we do not use cookies to collect personal information. We save your IP address for purposes of verifying your log-in status. We use website analytics applications to help us monitor and determine the overall audience usage of our website. We do not provide any of this information to third parties for any reason.

What We Do and Don't Do with the Information We Collect

We use your personally-identifying information solely for Society administrative purposes, such as maintaining the Society's membership list, or sending Society members announcements about upcoming events or renewal reminders, and monitoring and improving our services. We do not and will not sell or rent your information to anyone. We do not and will not share any of your information with anyone except in accordance with law.

Your Access to Your Personal Information

If you are a member of our organization, you have access to your personal information that is stored on our secure website. When you log in to our website, click on the “Profile” tab in the member landing page to view and update your personal information, and to select what information will be shared with other members. Click on the “History” tab to view information that we have collected about your interactions with us. You may change your password at any time. Your password is encrypted and we do not have access to your password.

Our Communications with You

We will occasionally send you an email message via our mass email service, MailChimp, for the purposes of keeping you informed of important events or happenings. We will send you the electronic version of our monthly Newsletter, and occasionally send other time-sensitive notices via MailChimp. You have the option to unsubscribe from such mailings at any time. For communications related to our business transactions with you, such as membership reminders and renewals, event registrations, or receipts for other purchases or donations, we will email you directly.

Privacy Policy Changes

This Privacy Policy may change from time to time at the Society's sole discretion. The most current Privacy Policy will be maintained on this page. Society members and visitors to this website should check this page often for any changes. Your use of this website after any change in this Privacy Policy will constitute your acceptance of such change.

Questions

If you have questions about this Privacy Policy please contact us at webmaster@tgstopoka.org .

Policy approved by the Topeka Genealogical Society Board of Directors May 10, 2024.