



SUMMARY	WHAT DOES SWEET ADELINES INTERNATIONAL DO WITH YOUR PERSONAL INFORMATION? PLEASE READ CAREFULLY	
<b>Contact Information</b>	<p>If you have any questions concerning this document, or the data protection policies available on our website, please contact headquarters:</p> <ul style="list-style-type: none"> <li>• By phone: <b>Call 1.800.992.7464 or 918.622.1444</b> – our menu will prompt you through your options. Please choose the Finance or I.T. department option.</li> <li>• Address: Sweet Adelines International 9110 South Toledo Avenue Tulsa, OK 74137 <a href="http://www.sweetadelines.com">www.sweetadelines.com</a></li> </ul>	
<b>Who is providing this document?</b>	<p>You are receiving this notice from Sweet Adelines International (SA), a worldwide women’s singing organization committed to advancing the musical art form of barbershop harmony through opportunities in education, performance, and competition.</p>	
<b>Why this Summary?</b>	<p>As a Membership organization, Sweet Adelines International collects some of your personal information data. You have a right to consent to our data collection. You have a right to know that we collect, share, and protect your information.</p>	
<b>What information does SA collect or share?</b>	<p>We collect personal information based on your consent to provide member services to you. The information may include:</p> <ul style="list-style-type: none"> <li>• Name, address, telephone number;</li> <li>• We also collect credit card information when you pay your membership dues (we do not share credit card info);</li> <li>• We also collect credit card information when you pay for a merchandise purchase (we do not share credit card info);</li> <li>• We share your address information to mail you the <i>Pitch Pipe</i>.</li> </ul>	
<b>How does SA collect and share your information?</b>	<p>With your consent, we collect your information primarily over the phone, via our website, via email, or face-to-face. We share your address information between our Chapters, Regions, Headquarters and some third-party vendors in order to provide member services to you. If you are a <i>new</i> member, we begin sharing your information within 30 days from the date we send this notice. When you are <i>no longer</i> a member, we continue to process your information for historical purposes only.</p>	
<b>Reasons Sweet Adelines can share your personal information</b>	<b>Does Sweet Adelines share?</b>	
<b>Everyday purposes</b> – <i>Such as to process member dues payments, maintain accounts, and process donations</i>	Yes – with the Leadership of SA Affiliates	
<b>Marketing purposes</b> – <i>To offer our products, services and benefits to members</i>	Yes – with the Leadership of SA Affiliates	
<b>For SA affiliates’ everyday business purposes</b> – <i>Information about SA member activities</i>	Yes – with the Leadership of SA Affiliates	
<b>Reasons Sweet Adelines can share your personal information</b>	<b>Does Sweet Adelines share?</b>	

For SA affiliates to market to members	Yes – with the Leadership of SA Affiliates
For SA non-affiliates to market to members	No
For joint marketing with other barbershop organizations	No

Summary of Sweet Adelines International use of your personal information and data	
<b>Basis for Obligation to Provide Data</b>	The provision of your personal data is based only on a requirement of membership in order to facilitate our maintenance of membership records. We do not intend to process your information for any other purpose.
<b>Data Storage</b>	We maintain your data as long as possible in order to facilitate our internal evaluation of membership trends.
<b>How does Sweet Adelines collect my personal information?</b>	We collect your personal information, for example, when you <ul style="list-style-type: none"> <li>• Enroll or renew as a member;</li> <li>• Make a purchase via our website or over the phone;</li> <li>• Use your credit or debit card</li> </ul>
<b>How does Sweet Adelines protect my personal information?</b>	We protect your information by limiting sharing. Your data is primarily used only by Sweet Adelines International, Chapters, Regions, and/or Quartets via our database. To protect your personal information from unauthorized access and use, we use multiple security measures. These measures include computer safeguards and secured files and buildings. More information and our Privacy Policy, Data Protection Policy, and Data Retention Policy, are available at <a href="http://www.sweetadelines.com">www.sweetadelines.com</a>
<b>International Transfer</b>	Your data may be collected by a Chapter in the European Union and then input into our database, which is maintained in the United States and accessible by other Regional and Chapter leaders in other countries.
<b>Limiting Sharing</b>	If you have any questions about limiting your information sharing, please call: <b>1.800.992.7464</b> or <b>918.622.1444</b> – our menu will prompt you through your options. Please choose the I.T., Membership, or Finance department option.
<b>Your Rights</b>	You have the right to: <ul style="list-style-type: none"> <li>• Request access to, correction of, or deletion of, your data.</li> <li>• Withdraw your consent for processing your data.</li> <li>• Lodge a complaint with any relevant supervisory authority.</li> </ul> <i>To review your full rights, please see the Data Protection Policy, Section VIII.</i>

Definitions	
<b>Affiliates</b>	Sweet Adelines International, Chapters, Regions, and Quartets.
<b>Non-affiliates</b>	Organizations not related by common ownership or control. <ul style="list-style-type: none"> <li>• <i>Non-affiliates we share with can include printers which facilitate PitchPipe distribution; website and database processor providers, survey facilitators, etc.</i></li> </ul>
<b>Joint marketing</b>	Non-affiliated organizations that together market products or services to you through our <i>Pitch Pipe</i> or website. <ul style="list-style-type: none"> <li>• <i>Includes exhibitors, sponsors, and other barbershop organizations, often in relation to International Convention &amp; Competition.</i></li> </ul>