SHAMANIC COMMUNITY OF AUSTIN
POLICY FOR USE OF PERSONAL INFORMATION

The Shamanic Community of Austin (SCA) may from time to time request personal information to be provided by members of the community and attendees to community events. In so doing, the SCA will abide by these guidelines, processes, and procedures.

WHAT INFORMATION IS GATHERED AND HOW IT IS OBTAINED

Only information necessary to the function of the community and organization will be requested.

1. **Austin Shamanism Meetup**
   Only information required by Meetup will be requested. It is acknowledged that SCA has no control over the information requested by Meetup or its use. The SCA will perform due diligence as to the information gathered and its use by SCA, its staff, volunteers, and other assigns. The SCA provides due diligence with regard to use of the information by the SCA and Meetup and will communicate with the proper authorities at Meetup in the case of suspected misuse.

2. **Facebook**
   The SCA maintains and manages a closed Facebook group, Austin Shamanic Community, as a means by which members can communicate with each other in a safe social environment. Members of the group are approved by a member of the Elder Council, following such due diligence allowed by Facebook.

   The intention and purpose of the group is stated on the description page and will be modified from time to time as conditions are warranted. Disrespect of any member to another is grounds for immediate removal from the group without notice.

   The SCA has no control over what personal information Facebook collects or its use. The SCA provides due diligence with regard to use of the information by the SCA and Facebook and will communicate with the proper authorities at Facebook in the case of suspected misuse.

3. **MailChimp (The Shamanic Community of Austin Email List Provider)**
   The SCA utilizes the MailChimp subscription service to manage its email subscription list. MailChimp is one of several prominent service providers. Community members are requested to subscribe to the service in order for the SCA to communicate with the community as a whole in a timely and efficient way. No members are required to subscribe, and anyone can unsubscribe at any time and for any reason.

While MailChimp inherently requests a number of items of personal information, only two items are needed for SCA purposes: First name and valid email address. The SCA provides due diligence with regard to use of the information by the SCA and MailChimp and will communicate with the proper authorities at MailChimp in the case of suspected misuse.

4. **The Shamanic Community of Austin website**
   The SCA maintains and manages a website to in order to provide content and resources useful to its community and to the public at large. An email subscription page is included as part of the website, which is a portal to the MailChimp service provider. No other information is gathered by the SCA or MailChimp that is outside of the parameters stated in item 3.

   Any personal content, including photographs, testimonials, and any other content must be approved by the individual prior to its use. Furthermore, the individual can request its removal at any time and the SCA will comply as expeditiously as possible.

HOW PERSONAL INFORMATION IS USED

Personal information gathered by the SCA through any of its service providers is used primarily to understand the needs of the community and to communicate with the members of the community in a safe and efficient way.

1. No information is to be gathered or used for the purpose of sending unsolicited commercial emails (UCE or SPAM).
2. Personal information is considered privileged for all intents and purposes.
3. Email addresses or other personal information will not be sold or provided to any third party.
4. Individuals can unsubscribe from services at any time or can request that their information be deleted by contacting any member of the Elder Council.