# Red Brush Rifle Range Inc. Privacy Policy

Red Brush Rifle Range Inc. has adopted the following Privacy Policy regarding the records involving the Members personal information.

#### **Record Sharing Policy**

Members provide Red Brush with personal information on their application to join, annual renewal form, surveys and by other manners such as workday sign-in sheets and range gate swipes which documents usage of the range. All such information is used for the internal operation of the Red Brush business and for the security of its property and its membership.

The above information is not shared with other organizations or agencies, voluntarily by Red Brush except the following:

- 1. Red Brush is a charter member of the National Rifle Association. Membership in the NRA is mandatory to be a Member of Red Brush. Therefore membership status in the NRA and Red Brush may be shared between the organizations.
- 2. In the event of a crime on Red Brush property or by a member against another member on or off Red Brush property when the matter being tied to membership in Red Brush, the Board of Directors shall cooperate with the Local, State and Federal law enforcement agencies investigating the crime.
- 3. The Board of Directors may initiate legal action and will provide only the limited information necessary to facilitate that action.

#### **Security Camera Videos**

The use of security cameras on Red Brush property will be for the security and protection of its property. When used only the insides of restrooms is forbidden to have camera coverage.

Security cameras are aimed at zones not people. People entering camera covered zones are subject to being recorded while in the zone.

Security cameras cannot stop or totally prevent property damage. However they do discourage such malicious acts and offer a possibility that a perpetrator could be identified and held accountable.

Security camera videos are for the internal use of Red Brush but could be used as described in Exceptions #2 and #3 above.

Other requests for Red Brush Member's personal information shall be denied except when required by law and Red Brush is so ordered.

The following is not part of the Privacy Policy.

It is a more detailed explanation of how we handle Member's information

### **Membership List**

The Master Membership List is kept on a computer in the possession of a person assigned by the Board to gather and document the data provided by the Members on their application to join the Club, updated with subsequent data provided by the member and data regarding their membership status with Red Brush and the National rifle Association

Members of the current Board have access to this data for internal business purposes. The Board Members shall refrain from sharing this information with Non-Board Members. Some members of the Board may be provided with an abbreviated membership list with only the names, phone numbers, E-mail addresses and workday skills for the purposes of contacting a member and to verify if a person is a current Member in good standing.

## **Gate Swipe Membership Cards**

The program that operates the electric gate records the gate swipe card number used to enter and exit the range. Each card is assigned to a Member or Service Provider such as the trash pick-up company. No other data regarding the member is stored in the gate operating program.

The gate swipe data can be downloaded to a laptop computer owned by Red Brush that has the required operating program. The data retrieved will be used for club internal use. Examples of the use of this data include learning the actual range use at various times of the seven days of a week in various months and identifying who was at the range at or near the time an event of interest occurred.

The gate operator has a limited memory of 8000 gate swipes. That is 4000 in and out swipes which is four times our membership. After the memory limit is reached the system begins to overwrite the oldest data.