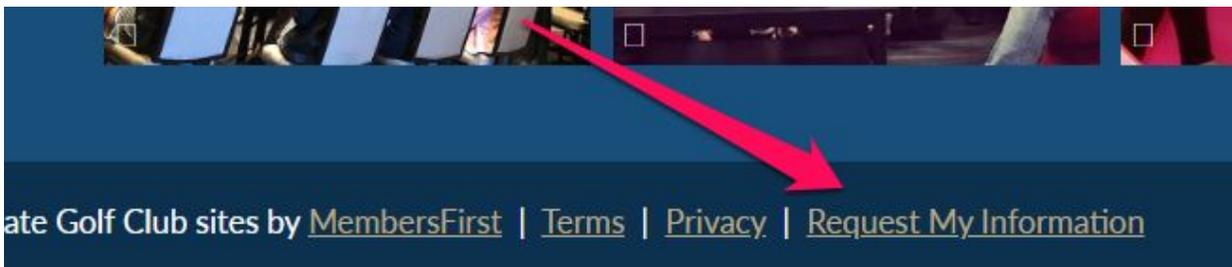


California Consumer Privacy Act (CCPA)

The [California Consumer Privacy Act](#) (CCPA) is a bill passed by the State of California with the intention of providing consumer protection and enhanced privacy rights. Residents have the right to understand how their data is being utilized, request to see the information you have stored and potential delete the information.

Every MembersFirst website has an option for public users to take control of their data. The following will detail steps involved for **Public Users** (non-members) and **Members** of the Club.

At the footer of the Club's website, note the link for **Request My Information**:



Upon clicking **Request My Information**, the user will be brought to the following page:

If you would like to view or delete your personal information or explore opt out options enter your email address below. A confirmation link will be sent to the provided email address.

This only relates to public site visitors, any current or past members should contact the club directly. For any questions regarding your personal information or the privacy of your information, please contact the club for more information.

Request My Information

Email 

I'm not a robot  reCAPTCHA
Privacy - Terms

After clicking Submit, an email will be generated and sent to the Email

Request My Information

An email has been sent to the requested address with a link to view your information.

Email

I'm not a robot  reCAPTCHA
[Privacy - Terms](#)

Depending on who is requesting the information, an email will be sent to the **Public User** (non-member) or **Member**, which will look similar to these:

Sample Email to Public User (non-member):

Thank you for your request to view your personal information The Club at Neptune Cove (<http://neptunecove.staging6.memfirst.com/>) has on file. Please click the link below to access your information.

To view go to
http://neptunecove.staging6.memfirst.com/club/scripts/privacy/view_my_information.asp?request_id={9722BB60-E442-4AFF-89C8-D0A4E3481E4C}

Please note: The link in the email will expire after 24 hours.

Sample Email to Member:

Thank you for your request to view your personal information The Club at Neptune Cove (<http://neptunecove.staging6.memfirst.com/>) has on file.

An active user account was found with the requested email address, which prevents the system from gathering your information.

An administrator at The Club at Neptune Cove has been notified.

Please contact The Club at Neptune Cove for more information

Clicking the link in the email will bring the user to the following page on the Club website whereby their information will be listed. They will be able to view the information stored on the website by clicking the . The  icon indicates that the corresponding information is not “locked”.

Information for cgaumnitz@gmail.com 

Print

Marketing Forms

 test 1 

 test 1 

Email Address	cgaumnitz@gmail.com
Date Created	8/28/2017 1:31:47 PM
First Name	Test
Last Name	Name

 Membership Application Form 

Mailing List

To “lock” the information, scroll to the bottom of the page and note the two options - **Do Not Sell My Information** or **Delete My Information**.

 Guest Directory 6 

Email Opt Out

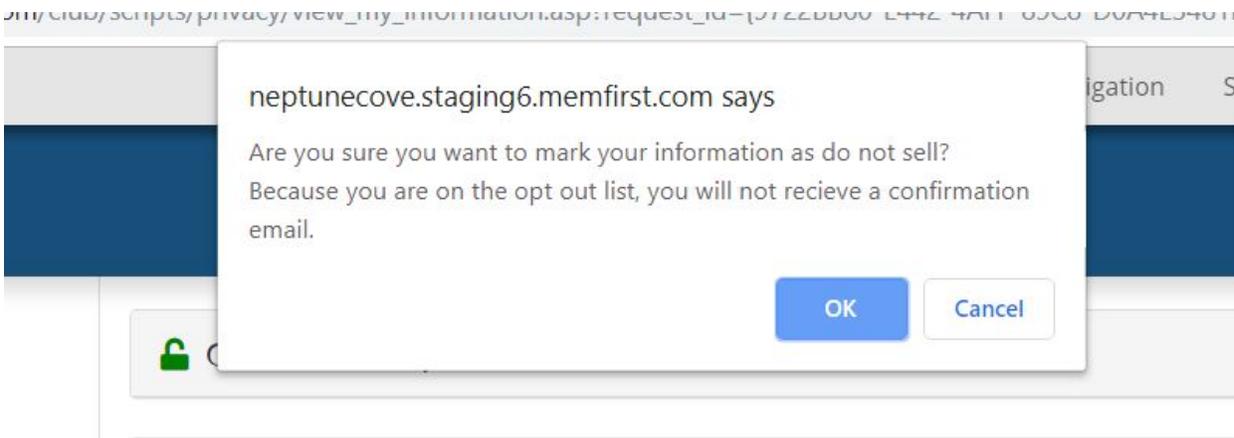
You are currently on the email opt out list.
You have opted out of all email from The Club at Neptune Cove.

Do Not Sell My information Delete My information





Clicking **Do Not Sell My Information** will prompt the user with the following message.

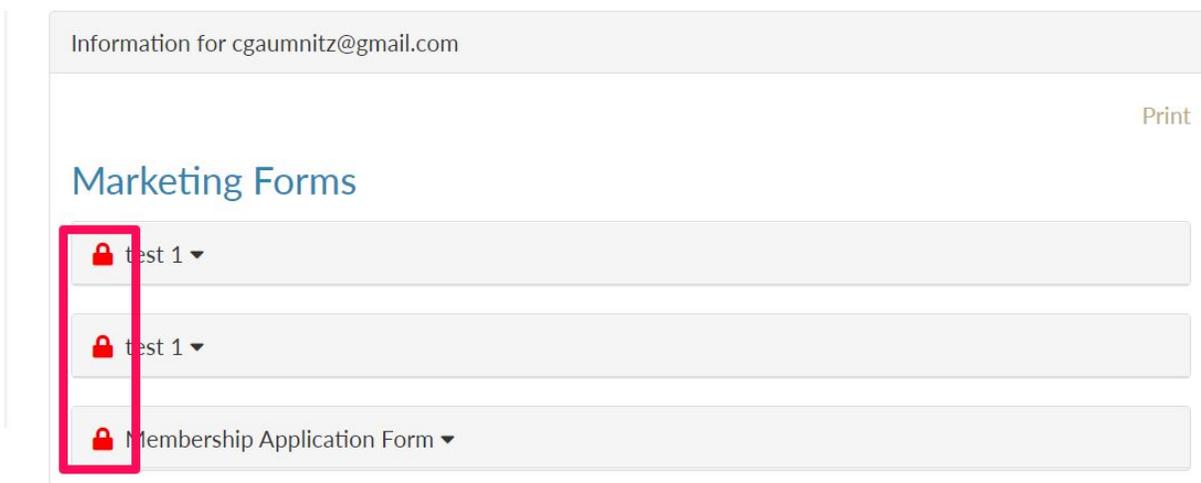


In this case, since the user had opted out of email communications from the club, a confirmation email is not sent.

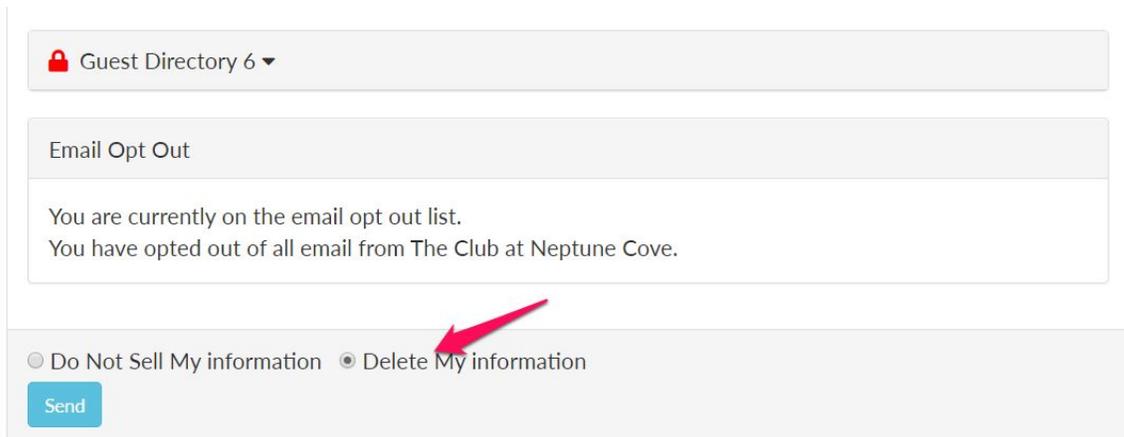
After clicking OK, the following screen will appear:



Clicking the link **View my info** will take the user back to the list page whereby any information stored on the Club's website is locked, which means the information cannot be sold.

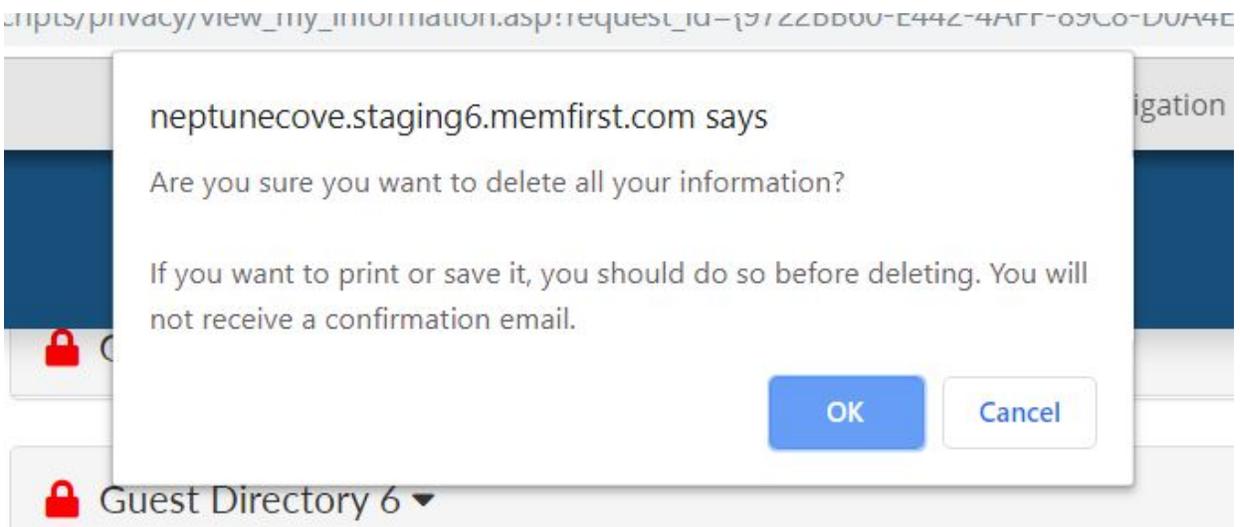


Should the user decide to **Delete My Information**:

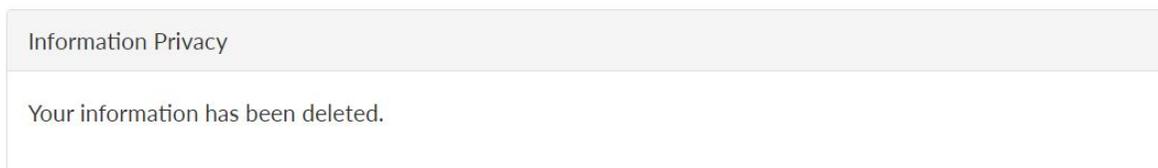


The screenshot shows a web form with a header "Guest Directory 6" and a sub-header "Email Opt Out". The main content area contains the text: "You are currently on the email opt out list. You have opted out of all email from The Club at Neptune Cove." Below this, there are two radio buttons: "Do Not Sell My information" (unselected) and "Delete My information" (selected). A red arrow points to the "Delete My information" radio button. At the bottom left, there is a blue "Send" button.

They will be prompted with the following message, which will allow them to print or save any information prior to deletion. Since the information is deleted, no confirmation email will be sent:



After clicking **OK**, the following message will appear:



The screenshot shows a confirmation message box with a header "Information Privacy" and the text: "Your information has been deleted."

Administrative Management

Email Notifications

First, the club needs to determine where the email notifications will be sent to. To set this up, go to the **General Site Config** and then select **Site Configuration** from the drop-down menu:



The field for **Email for Information Requests** is where the admin can enter the club email address that will receive all the Public and Member requests. When finished, make sure to click **Save** at the top.

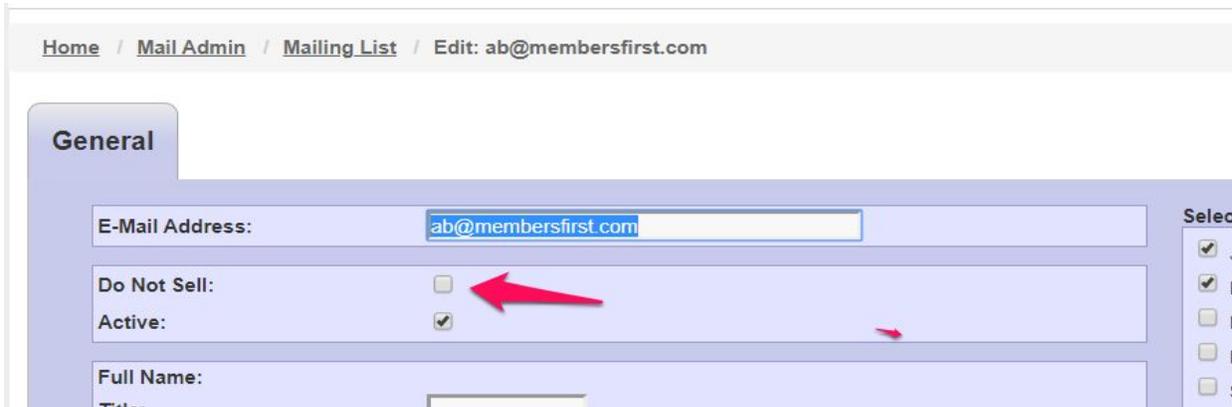
Where Public User Information is being stored

Public User information can be stored in several places:

- Mailing List Database
- Marketing Contact Database
- Guest Database (of members)*
- Public Event Registration*
- Bulk email recipient table and misc recip field*

Mailing List Database Admin

When viewing an email in the Mailing List Database Admin, there is an option to flag the email as **Do Not Sell**:



After clicking **Save**, note the column on the list page that indicates **Do Not Sell**:

The screenshot shows a 'General' search filter section with the following fields:

- Search EMail Address: Begins with
- Search Name: Begins with
- Category: All
- Only Active?:
- Created Date Range: to

Below the filter is a table with the following columns: Do Not Sell?, Name, Date Created (EST), Category Count, Active, OptOut, and Delete. A single row is visible with the email address 'ab@membersfirst.com', a date of '12/14/2016 10:32:17 AM', a category count of '2', and an active status of 'Y'. A red arrow points to the 'Do Not Sell?' column header, and another red arrow points to the checkbox in the 'Delete' column for this row.

Total Count: 1

Buttons: Select All, Clear All, Delete All Selected

Deleting entries will remain the same (right side checkbox).

The screenshot shows a form with the following fields:

- E-Mail Address:
- Do Not Sell: Yes
- Active:

A red arrow points to the 'Do Not Sell' field.

Once the flag has been set, the Admin will be unable to uncheck the **Do Not Sell** box.

Marketing Contact Admin

All submissions from a Marketing Request Form can be flagged as **Do Not Sell** as indicated below:

Home / Marketing Contacts / Edit: Derek Abernathy

General Address Fields Custom Comments

Contact Name:
First Name: Derek
Last Name: Abernathy

Contact Info:
Email Address: derek@membersfirst.com
Phone Number: 5555555555

Key Info:
Contact Form: Thanksgiving Takeout Menu 2019
Contact ID: 2905511
Contact Key:
Source ID:

Marketing Info:
Do Not Sell ? 
Active ?
Status: Information Requested
Followup Date:
Next Step:
Join Date:
Reciprocal Club:

The Marketing Contact List view also includes a filter to view any **Do Not Sell** contacts:

WARNING: Entries flagged as "Do Not Sell" may be included in these results 

These entries will be excluded from all summaries and exports.

General

Form: Clear Status: Clear Next Step: Clear Custom Flags: Clear
All All All All

Reciprocal Club: Clear
All

State: Clear City: Clear Keyword (name, addr, company) (*): Clear Email Opt Out Status: Clear
All All All All

Search Date Type: Clear Start Date: Clear End Date: Clear List Format:
Date Created 11/13/2019 12/20/2019 Standard List

Only include Contacts with EMail ? Include Active ? Include InActive ? Show Count Only ?
Include Past ? Include Current ? Include Future ? Include Do Not Sell ? 

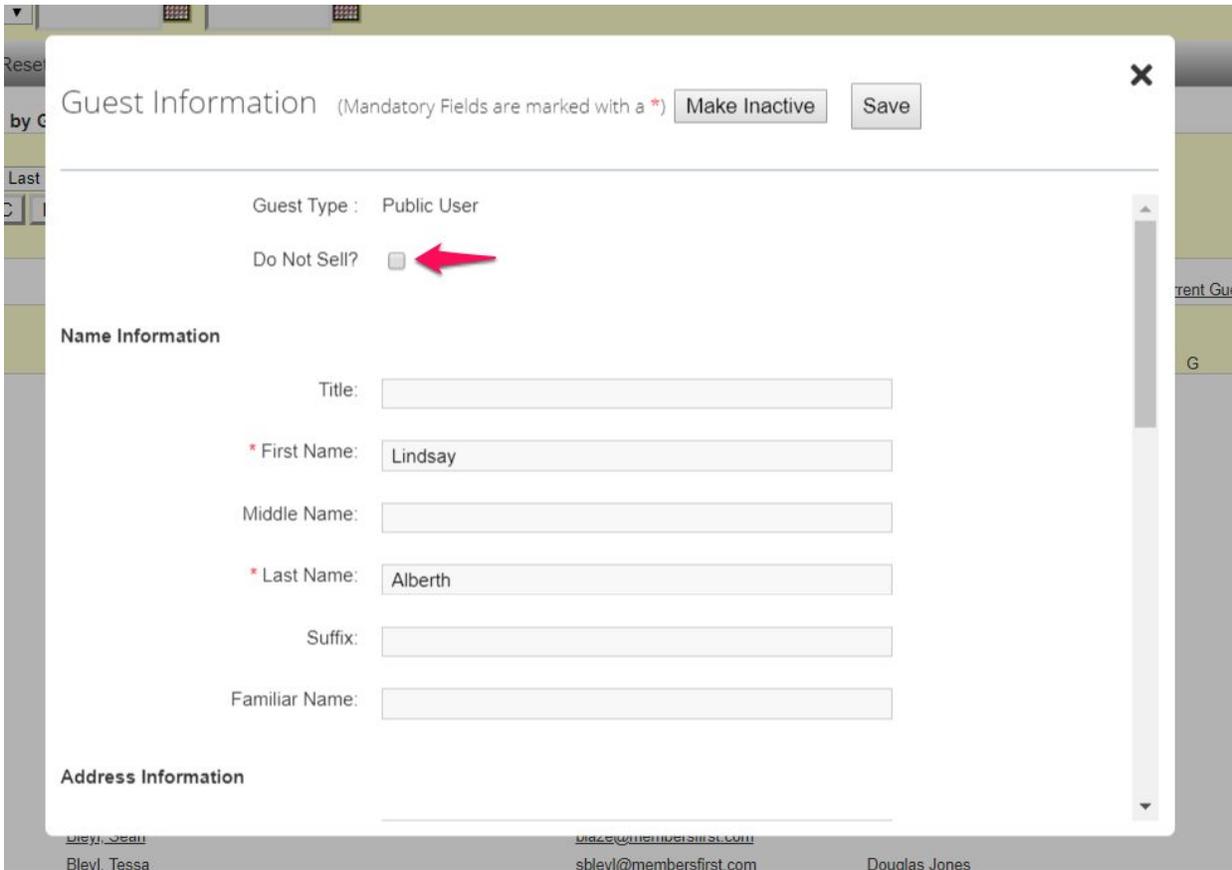
Search | Reset | Clear

List by Contact Name | List by State/City | List by Status | List by Date Created | List by Reciprocal Club Download Contacts | Print

Do Not Sell?	Name (click to edit)	City	State	Status	Created	E-mail	FUP	Next	Form	Act	Del
	Derek Abernathy			R	11/26/2019 9:17pm	sbokil@hollywoodgolfclub.org			Thanksgi	Y	<input type="checkbox"/>
	Francis Abernathy			R	12/5/2019 11:31am	sbeyl@membersfirst.com			FOOTFORM	Y	<input type="checkbox"/>
	Erin Cunningham	Covina	MB	R	11/26/2019 3:55am	erin@qualitywebtraffic.top			MEMBERSHIPAPP	Y	<input type="checkbox"/>
	Erin Cunningham	Covina	ID	R	12/3/2019 3:51am	erin@qualitywebtraffic.top			MEMBERSHIPAPP	Y	<input type="checkbox"/>
	Paul Five	Fresno	FL	A	12/17/2019 12:08pm	luke5@membersfirst.com	12/30	CG	QADATA	Y	<input type="checkbox"/>

Guest Database

When viewing a Guest in the Guest Directory, note the checkbox for **Do Not Sell**:



The screenshot shows a 'Guest Information' form with the following fields and values:

- Guest Type : Public User
- Do Not Sell? (indicated by a red arrow)
- Name Information:
 - Title:
 - * First Name: Lindsay
 - Middle Name:
 - * Last Name: Alberth
 - Suffix:
 - Familiar Name:
- Address Information:
 -

Buttons: Make Inactive, Save

Once saved, the Guest will be forever flagged as **Do Not Sell**:



The screenshot shows the 'Guest Information' form after saving, with the following fields and values:

- Guest Type : Public User
- Do Not Sell? True (indicated by a red arrow)
- Name Information:
 - Title:
 - * First Name: Lindsay
 - Middle Name:
 - * Last Name: Alberth
 - Suffix:
 - Familiar Name:
- Address Information:
 -

Buttons: Make Inactive, Save