



USS CONTINUUM PERSONAL INFORMATION AGREEMENT

Please read very carefully, mark sections as appropriate, sign, and return.

The collecting and sharing of a person's personal information by businesses and organizations is an important concern for many. In various parts of the world, laws are being passed to limit what gets shared, to whom, and for what purpose. Therefore, to protect itself and its chapters, our parent organization, STARFLEET, has adopted its own Data Protection Policy that we are required to follow.

This agreement is between the *USS Continuum* and each of its members. It allows you the chance to grant or deny the *Continuum* permission to contact you and/or to share your personal information with fellow members. Separate forms will need to be filled out for each member of the same household.

Please keep in mind, while this organization makes every effort to keep our members safe to enjoy the company of its fellow members, we cannot speak for every person who might join our ranks. The *Continuum* doesn't perform any kind of background checks on any of its members, other than to check a person's standing with our parent organization, STARFLEET (as recorded in the STARFLEET Database) to determine who has the right to vote in an official election or who has the right to hold a particular leadership position as defined in the *USS Continuum's* Constitution. The personal information each member chooses to share with the group as a whole or with specific individuals is up to that individual member.

Furthermore, you have the right to change the permissions outlined in this agreement at any time. Please, simply fill out a new agreement and turn it into the ship's Commanding Officer, so we can keep an updated record of your responses.

If you feel that the group or a specific member has violated this agreement, please contact the ship's Commanding Officer, so the matter can be investigated and corrected as soon as possible. Most, if not all, violations will be a matter of oversight and not intent. Therefore, if we become aware of a violation, we can do our best to correct it and make sure it doesn't happen again in the future.

1. CONTACTING YOU

While the *Continuum* shares information about its upcoming events and about other *Continuum* and STARFLEET business through its website and through social media posts, there are times this might prove to be difficult. For instance:

- A member isn't online very much or rarely checks social media, if at all.
- A member does get online but still may have missed an important post.
- There's last-minute but important information, and we need to make sure all attendees know about it as quickly as possible (i.e., where members are located in a large but crowded area for an event).
- We need to make you aware of information or ask you question that may be too sensitive to be shared in public or in the group.

Therefore, the *Continuum* likes to have an alternate means of contacting you privately. Which ways are acceptable to you?

- *ALL LISTED BELOW*

OR ONLY (mark all that apply):

- *Email*
 - *Facebook Private Message*
 - *Postal mail*
 - *Telephone call*
 - *Text message*
 - *Other (please specify)* _____
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2. WHO MAY CONTACT YOU?

- *Commanding Officer only*
 - *Only members of the Command Staff*
 - *Any crew member*
 - *Only specific crew member(s) (please list):* _____
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3. THE *USS CONTINUUM* DATABASE

The *USS Continuum* maintains a ship's database (made available only to its membership through email or posted in the "USS Continuum members" Facebook group), so members can contact one another for ship business or for social purposes. What information of yours do you grant the *Continuum* to list in this database?

- *ALL LISTED BELOW*

OR ONLY (mark all that apply):

- *Name*
- *Mailing address*
- *Home phone number*
- *Cell phone number*
- *Email**
- *Birthdate (excluding year)*
- *STARFLEET SCC #*
- *Rank*
- *Date of last promotion*

**By extension, you grant the Continuum permission to include your name and email address in the "To" or "CC" fields of any group mailings. Otherwise, it will be placed in the "BCC" field.*

All databases that are over two years old will be removed from "USS Continuum members" Facebook group "Files" section.

4. PICTURES AND VIDEOS

What permissions do you grant the *Continuum* in including your likeness in its photos and videos?

- *ALL LISTED BELOW*

OR ONLY (mark all that apply):

- *"Photos and videos of me can be posted on the Continuum's website and its public social media platforms to show the activities our group does."*
- *"Photos and videos of me can be used for promotional purposes of the Continuum and its events" (i.e., in flyers, posters, and other advertisements made available to the general public).*

- “The Continuum may ‘tag’ me in photos and videos on social media.”
- The Continuum can include my name in the caption/description or in the comments section.”

5. SOCIAL MEDIA

While the *Continuum* may use various social media platforms to share information with the general public, it primarily uses the Facebook Group “USS Continuum members” for all members-only online group discussions. Simultaneously, our Command Staff uses the Facebook Group “COMMAND STAFF – USS Continuum (ncc71821)” for online discussions that are limited to just the Command Staff. Both groups are deemed “private” – the only way a person can find the group and join is to be invited by a Group Administrator. After accepting the invite, that member can read and make posts of his or her own.

Generally speaking, only *Continuum* members in good-standing can join and remain in the “USS Continuum members” group; joining one (or both, when appropriate) is considered “optional” for membership in the *USS Continuum*. From time to time, the Administrators may choose to keep an individual in one or more groups who has not yet renewed with the assumption that that person will renew shortly. Or they may allow – sparingly – members from other STARFLEET chapters or non-members with important connections to this organization. However, only the votes from actual *Continuum* members in good-standing are considered valid in the Facebook group.

6. DATA BREACHES

In the event of a data breach where members’ personal information may have been compromised, the *USS Continuum* will make a post in the “USS Continuum members” Facebook group and contact each individual based on their responses to question #1 within 72 hours.

Printed name: _____

Signature: _____
(or signature of parent/guardian if member is under 18 years old)

Date signed: _____