USAFA Colorado Parents' Club Privacy Policy

Introduction

The United States Air Force Academy Colorado Parents' Club ("CPC," "we," "our," or "us") is committed to protecting the privacy of our members' information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you join our organization, visit our website, or interact with our communications.

Information We Collect

We collect the following types of information (subject to change):

Parent/Guardian Information:

- Names
- Email addresses
- Phone numbers
- Physical addresses

Cadet Information:

- Names
- Graduation year
- Date of birth
- Phone numbers
- P.O. Box address
- Squadron assignment
- Email addresses

Other Information:

- Messages and questions you send us by email, phone, text, or in person
- Volunteer and event sign-up information
- Donation and purchase records, such as date and amount. Payment card and bank details are processed by our payment processors, including Zeffy (through Stripe), and are not stored by the CPC.
- Website usage information collected through our website platform (see Third-Party Service Providers)

How We Collect Information

We collect information directly from you when you:

- Complete the Parent/Guardian Information Release for the Parents/Guardians of USAFA Cadets and Cadet Candidates with the USAFA Parent Liaison team
- Complete membership, event registration, or goodie bag order forms, including through Zeffy
- Sign up for our communications
- Volunteer for events
- Make donations or payments
- Communicate with us via email, phone, text, or in person
- Visit our website

How We Use Your Information

Examples of how we use your information:

- Sending CPC newsletters and updates about USAFA
- Communicating fundraising requests
- Sharing volunteer opportunities
- Facilitating event coordination and sign-ups
- Responding to your questions and requests
- Maintaining membership records (maintained jointly by the USAFA Parent Liaison team and the USAFA CPC team)
- Distributing important announcements
- Preparing Club communications, presentations, documents, and graphics, including with the assistance of the tools described in "Use of Artificial Intelligence (AI) Tools" below

When sending group email communications, we use the BCC (blind carbon copy) function (or similar) to protect your privacy and prevent the unintended sharing of email addresses among recipients.

Third-Party Service Providers

- **Google Workspace:** We use Google Workspace for Club email, calendar, and document storage. Google processes this information on our behalf under its business terms, which prohibit using our Workspace data for advertising. See Google's privacy information at https://cloud.google.com/terms/cloud-privacy-notice.
- **Constant Contact:** We use Constant Contact for our email marketing and text message communications. For more information about how we may use your information with Constant Contact and the information that may be collected through our email campaigns, see Constant Contact's Customer Data Notice at https://www.constantcontact.com/legal/customer-contact-data-notice. We have not enabled AI features within Constant Contact.
- **Anthropic (Claude):** We use Claude, an AI assistant provided by Anthropic, PBC, under a business (commercial) subscription to help our officers with the tasks described in "Use of Artificial Intelligence (AI) Tools" below. See Anthropic's privacy information at https://www.anthropic.com/legal/privacy and its Trust Center at https://trust.anthropic.com.

- **Weebly:** We use Weebly to help us understand how visitors interact with our website and to provide our online store. Weebly uses and processes your information in accordance with its privacy policy at https://www.weebly.com/nhd-privacy.php.
- **Zeffy and Stripe:** We use Zeffy to collect membership dues and donations, manage event registrations, and accept cadet goodie bag orders. When you submit a Zeffy form, we may receive your name, contact information, form responses, and transaction details. We use this information to administer memberships, acknowledge donations, manage event registrations, and fulfill goodie bag orders. Zeffy uses Stripe to process payments, and we do not receive your full credit card number through Zeffy. Zeffy and Stripe process your information in accordance with their own policies:
    - Zeffy Privacy Policy: https://support.zeffy.com/privacy-policy-existing-organizations-5tndw
    - Zeffy Terms and Conditions of Use: https://support.zeffy.com/terms-and-conditions-of-use-users-poi4t
    - Stripe Privacy Policy: https://stripe.com/privacy
- **Other payment processors:** We also use Square, PayPal, and Zelle as our payment processors. Each processes your payment information in accordance with its own privacy policy:
    - Square: https://squareup.com/us/en/legal/general/privacy
    - PayPal: https://www.paypal.com/us/legalhub/paypal/privacy-full
    - Zelle: https://www.zellepay.com/legal/clearxchange-llc-privacy-notice

Use of Artificial Intelligence (AI) Tools

To help our volunteer officers serve members efficiently, the CPC uses AI-assisted tools. These tools may help us draft and review communications, prepare presentations, documents, and graphics, organize events and sign-up sheets, manage calendars and task lists, and prepare responses to member questions.

When we use AI tools, we commit to the following:

- **No training on member data.** We use AI services only under business terms that do not permit the provider to use our content, including member information, to train or improve its AI models. We do not opt in to any program that would allow such use, and our officers do not submit product feedback on conversations containing member information.
- **Minimum necessary information.** We share member information with AI tools only when reasonably necessary for a Club purpose, and we limit it to what the task requires. Where practical, we remove names and contact details before using AI tools.
- **Human review.** A CPC officer reviews AI-assisted content before it is sent or published. AI tools do not make decisions about membership, eligibility, or participation.
- **Restricted access.** Only authorized CPC officers have access to the Club's AI accounts. Access is removed when an officer's term ends.
- **No sale or advertising use.** AI providers act as service providers on our behalf. They may not sell member information or use it for their own advertising or marketing.
- **Connected services.** When we use AI tools connected to Club email, calendar, or documents in Google Workspace, the content needed to complete a task, such as an email you sent us, may be processed by the AI provider. The same protections apply.
- **Sensitive information.** We do not enter financial account numbers or cadet schedules, travel plans, or locations into AI tools.

- **Not a records system.** We do not use AI tools as a permanent store of membership records. Our official records remain in our membership systems.

AI providers may retain data for limited periods for security, legal compliance, and abuse prevention, as described in their terms. If you have questions about our use of AI tools, contact us at info@usafacpc.org.

Cadet Information

We recognize that information about cadets deserves particular care. We use cadet information only to support CPC activities, such as care packages, mail, and event coordination. We do not publicly post cadet contact information, dates of birth, or squadron assignments, and we avoid sharing cadet schedules, travel, or location information in any public forum.

Text Messaging

Mobile information will not be shared with third parties or affiliates for marketing or promotional purposes. Text messaging opt-in data and consent will not be shared with any third parties, except service providers that help us deliver messages, such as Constant Contact.

Information Sharing

We do not sell, rent, or trade your personal information to third parties for any purpose. We may share your information in the following circumstances:

- With service providers who help us operate our organization, as described above, under obligations to protect it
- With the USAFA Parent Liaison team to correct or update information as necessary
- As required by law
- With your consent

Data Security

We implement reasonable security measures to protect your information. These include limiting access to authorized CPC officers, using multi-factor authentication on Club accounts, using business-grade service providers, and removing account access when officers leave their roles. However, no method of transmission over the Internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

Data Retention

We maintain contact information for parents/guardians for as long as their cadet is enrolled at USAFA or they are considered an Honorary CPC member. After this period, we will securely dispose of personal information that is no longer necessary to maintain. We delete AI conversations and files containing member information when they are no longer needed for the task, subject to the service provider's standard deletion timelines.

Your Rights and Choices

You may:

- Update or correct your personal information by clicking "Update Profile" at the bottom of our emails or by contacting us using the information in the Contact Us section

- Opt out of receiving our communications by following the "Unsubscribe" instructions at the bottom of our emails
- Request deletion of your information, subject to legal obligations
- Stop receiving text messages by replying STOP, QUIT, CANCEL, OPT-OUT, or UNSUBSCRIBE to the mobile number the message is sent from. You may continue to receive text messages for a short period while we process your request, and you may receive a one-time opt-out confirmation message.
- Ask questions about, or raise concerns regarding, our use of AI tools with your information

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Updates will be indicated by a new "Last Updated" date and take effect when posted. We will notify members of material changes by email.

Contact Us

If you have questions about this Privacy Policy, please contact us at info@usafacpc.org.

Last Updated: November 3, 2026