

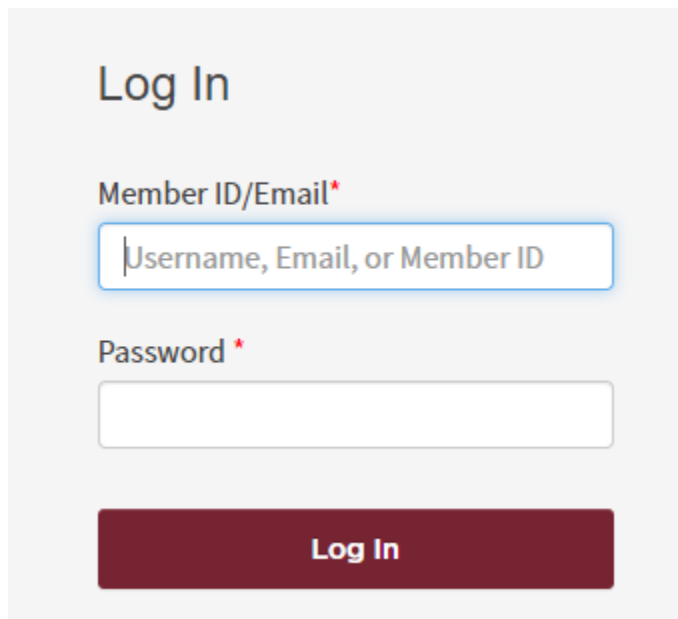
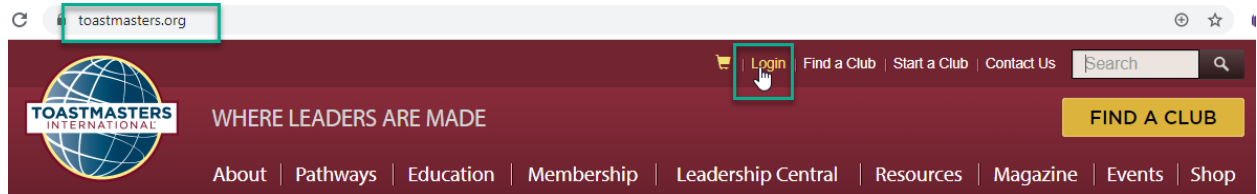
How to update privacy settings on your Toastmasters profile

Every Toastmasters member submits their personal information like Name, Contact Address, Phone Numbers, Email Address etc., when becoming a member OR Updating the Toastmasters Profile.

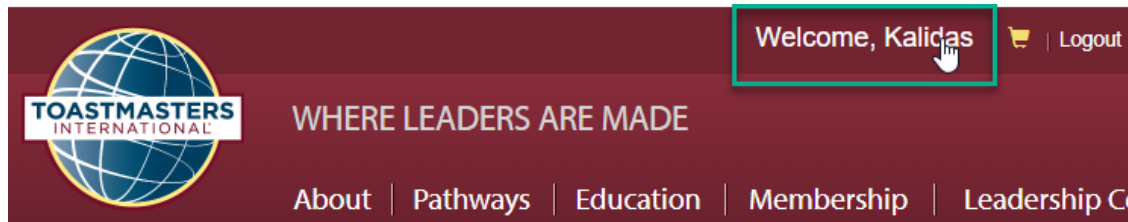
To have total control of how/where your personal information is being used, you could update your privacy settings on your Toastmasters profile.

Steps

- Login to your Toastmasters profile

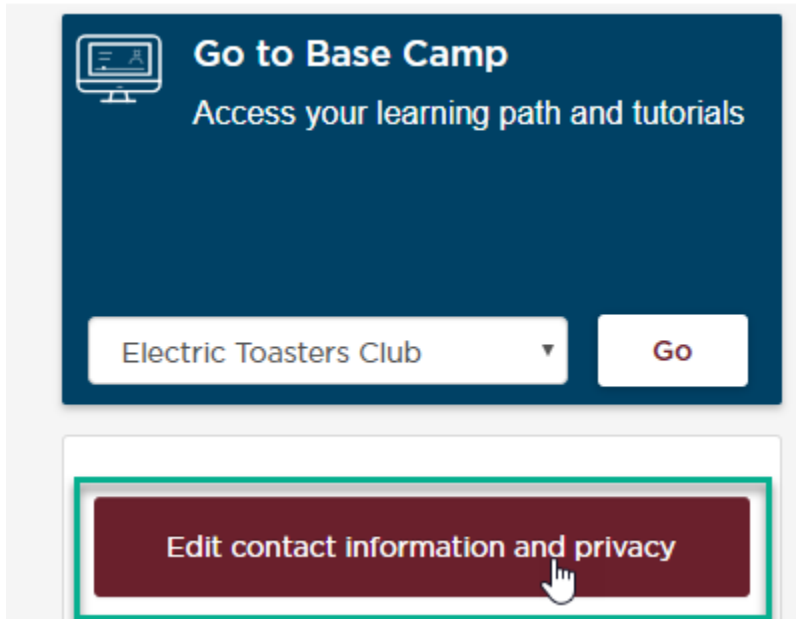
A screenshot of the Toastmasters login form. It has a light gray background. At the top, it says 'Log In'. Below that, there is a label 'Member ID/Email*' followed by a text input field containing the placeholder text 'Username, Email, or Member ID'. Underneath is a 'Password*' label and another text input field. At the bottom of the form is a dark red button with the text 'Log In' in white.

- Click on your name in Yellow in the middle of the top banner.

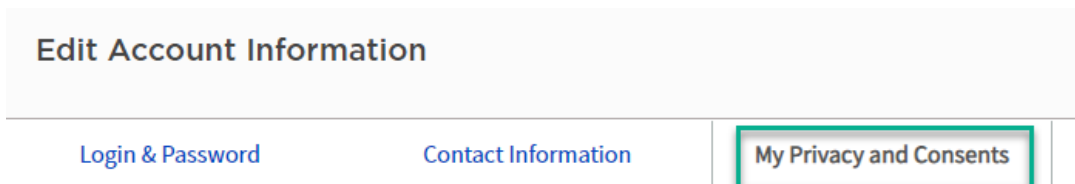


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- Click on the button

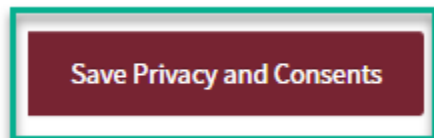


- On the pop-up screen that comes up, select tab "My Privacy and Consents"



Note: if you don't see a pop-screen at this point, please check your browser settings and confirm pop-ups are allowed.

- Here, scroll through each option and check Yes or No, as per your preference.
- Once done, save your updates



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Additional Note: When your awards/milestones are submitted on Club Central, the reports generated by Toastmasters International or District 4 will have your name only if you have opted for YES for this option.

YOUR NAME ON PUBLIC REPORTS

Toastmasters International creates a number of reports for various purposes, including education tracking, which are used by club officers and district leaders. Member names are visible on these reports, but you have the right to be anonymous. Would you like to continue to have your name available on these reports?

No

Yes

If you opt No, because of this specific privacy preference,

- *Toastmasters International or District 4 will not be able to include you in any reports.*
- *We at District 4 will not be able to include you in the recognition section of our District Conference program even if you have achieved any of the milestones/awards. This includes the DTM Hug line as well.*