



## **NAGAP Privacy Policy – to be posted on website**

NAGAP respects the privacy of its members and other visitors to its website. NAGAP strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. To protect online privacy, NAGAP has implemented the following policy which is incorporated into and is a part of the Terms and Conditions of our Site.

### **What Information Does NAGAP Collect?**

Most data NAGAP collects is used only to help us better serve our members. It is our general policy to collect and store only personal information that our members and visitors knowingly provide. If our privacy policies change, we will notify all users by email or a special announcement placed on the website.

We will collect personally identifiable information that you provide to us, including, but not limited to, your name, employer's name, address(es), telephone and fax number, e-mail address, and credit card information. NAGAP may use and store some or all of such information in order to notify you of official NAGAP business; provide a product or service you requested; secure your membership status; complete your online renewal; analyze, evaluate, and improve member and prospective member needs and interests; alert you of NAGAP news, activities, courses and programs, services and benefits; and for other legitimate and lawful business purposes. Personally identifiable information may be given to a third party in order to complete a specific business transaction on behalf of NAGAP. Contact information from inquiries received by NAGAP may be shared with NAGAP members to provide a service, satisfy a question, or develop a prospective business relationship.

We may disclose personally identifiable information to the proper authorities if we become subject to a subpoena or court order, or if we are otherwise legally required to disclose such information. We also may use and disclose information about you to establish or exercise our legal rights, to enforce the Terms and Conditions of Use, to assert and defend against legal claims, or if we believe such disclosure is necessary to investigate, prevent, or take other action regarding actual or suspected illegal or fraudulent activities or potential threats to the physical safety or well-being of any person. If all or part of NAGAP is merged or otherwise transferred to another entity, we may transfer the personally identifiable information you provided to us to such entity as part of that transaction.

**From General Users.** NAGAP does not collect any personal information from users browsing its website. Only aggregate data—such as the number of hits per page—are collected. Aggregate data are only used for internal and marketing purposes and do not provide any personally identifying information.

In addition, we use cookies (small text files placed on your device) and similar technologies to provide our services and help collect data. Cookies allow us, among other things, to store your preferences and settings; provide interest-based advertising; and analyze how our services are performing. We also use web beacons to help deliver cookies and gather usage and performance data about our products and services. Our services may include web beacons and cookies from third-party service providers. You have a variety of tools to control cookies, web beacons and similar technologies, including browser controls to block and delete cookies and



controls from some third-party analytics service providers to opt out of data collection through web beacons. Your browser and other choices may impact your experiences with our services.

**From NAGAP's Members, Conference and Educational Forum Registrants, and Other Consumers.** To gain access to online registration for meetings and other educational events, paying annual dues online, and other miscellaneous activity, users may be asked to register and provide some limited information. This information is submitted voluntarily. NAGAP asks users to provide their name, company name, business phone and email address. For emails sent in HTML format by NAGAP through electronic newsletters and other communications, we will collect specific information regarding what the recipient does with that email. For those emails, NAGAP will monitor whether a recipient subsequently clicks through to links provided in the message. NAGAP only uses this information to enhance its services and distribution of those services and benefits to its certificate holders and other stakeholders. This information is not sold or distributed in any other manner.

In order to enroll or register in a program; attend NAGAP events, meetings, or conferences; or request products or services; you may be required to fill out a registration or order form and provide personally identifiable information which we will use to process your registration or order. In certain circumstances, a program accessed through the Site may be jointly sponsored or co-sponsored with other organizations and registration may or may not be handled by NAGAP. In such event, this privacy policy will not apply – instead, such third-party's privacy policy will be controlling. Please note that NAGAP is not responsible for the privacy policies of these other organizations (or their use of your personally identifiable or other information) and hereby disclaims any liability or responsibility in connection therewith. In addition, your name and information may appear on registration or attendee lists distributed at NAGAP events, meetings and conferences to other attendees and third parties. Please note that NAGAP provides Annual Meeting sponsors and exhibitors with attendee names and postal addresses, not email addresses. Attendees are granted access to a list of the names and institutions (including countries) of other registered attendees. Note that attendees are given the option to opt out of having their contact information shared on an attendee list or with sponsors and exhibitors. The support of NAGAP exhibitors and sponsors is critical, however, to us keeping our registration costs down, so we encourage attendees to thoughtfully consider that before opting out.

#### **How Does NAGAP Use Data Collected?**

NAGAP uses information voluntarily submitted by members and other consumers in the following ways:

**NAGAP.** Generally, NAGAP and its direct subsidiaries use data collected to improve its own web content, to respond to visitors' interests, needs and preferences, and to develop new services.

**Disclosures to Third Parties.** NAGAP also makes contact information available to those who register for its conferences. However, attendees have the option of opting out of this as indicated at the time of registration or joining as a member.

#### **Cookies and Log Files**

Cookies are pieces of stored information used to provide smoother navigation throughout the Site, such as a saved password; to identify user trends, such as page views; and for other internal purposes, such as assessing



the effectiveness of the Site. You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the Site may not function properly.

### **Links**

There are links to other websites throughout the Site. Please note that NAGAP is not responsible for the privacy policies of those other sites and hereby disclaims any liability or responsibility in connection with such linked sites.

### **Security**

Online registration and information such as credit card numbers will be secured using a commercially accepted method of encryption. However, while we employ reasonable security measures to protect your personal information, please be aware that no method of electronic transmission is completely infallible, and we cannot guarantee its absolute safety. If you become aware of any breach of Site security, please contact us immediately.

### **Updating Personal Information and Participation**

You may contact NAGAP as set forth below to update your personally identifiable information, opt-in to, or opt-out of any service at any time. We will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

### **Privacy Policy Updates**

Should any changes be made to this privacy policy, we will post them on this page with appropriate explanation.

### **Acceptance of our Privacy Policy Terms**

Using the NAGAP website indicates your acceptance of our privacy policy. Your continued visits to the NAGAP website after changes are posted to this policy will signify your acceptance of those changes.

### **Contact information**

If you have questions, please contact us at: [info@nagap.org](mailto:info@nagap.org) or (856) 284-3219