

# National Association of Public Pension Attorneys

## PRIVACY POLICY

Effective as of January 15, 2019

The National Association of Public Pension Attorneys (“NAPPA”, “we”, “our”, or “us”) respects the privacy of your information. This Privacy Policy is designed to assist you in understanding how we use and safeguard the information you provide to us in using our website (the “Site”) and the services provided through our Site (the “Services”). Please read this Privacy Policy carefully. By using this Site, you acknowledge and agree that you consent to this Privacy Policy.

### INFORMATION WE COLLECT

Through your use of our Site and Services, we may collect personal information, which is information that identifies you as an individual, relates to you as an identifiable individual or, that along with other information, could identify you (“Personal Information”). We collect the following types of Personal Information:

#### Information provided by you.

We may collect the following Personal Information that you voluntarily provide to us:

- *Apply for a Membership.* When you apply for a NAPPA membership, you will provide us with your name, email address, work address, work telephone number, personal cell phone number, and attorney license number.
- *Complete your Membership Renewal.* When you renew your membership, you will be asked to update your personal information collected during the membership application process.
- *Interact with our Site or Services.* When you log-in to your account, send us any feedback, questions, comments, suggestions, ideas, or interact with us in any way, you may need to provide us with your log-in information, name and/or email address.

#### Information collected automatically.

We collect information, on an aggregated basis, as to the number of visitors who have accessed our Site and the pages they have visited on the Site.

#### Information provided about a third party.

We may receive certain personal information from you about a third party. For example, as part of our membership application process, you are asked, but not required, to provide contact information for your assistant. If you submit any personal information about another individual to us, you are responsible for making sure that you have the authority to do so and allow us to use their personal information in accordance with this Privacy Policy.

#### Cookies and other tracking technologies.

*Cookies.* “Cookies” are small pieces of information that are stored by your web browser software on your computer’s hard drive or temporarily in your computer’s memory. For example, we use cookies to track

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Site usage and traffic patterns, prevent fraudulent activity or improve Site security, assess the performance of the Site, and estimate the Site's audience size.

## HOW WE USE YOUR INFORMATION

We use the Personal Information we collect to provide the Services to you, to improve our Services and Site, and to protect our legal rights. We limit the collection of Personal Information to that which is relevant for these purposes. We will not store, access, transmit, retain, or otherwise use Personal Information in any way that is incompatible with the purposes for which it has been collected or stored as described in this notice without your consent. Specifically, we may use the Personal Information we collect to:

- Process your membership application and membership renewal.
- Process your registration for conferences and seminars.
- Email you our newsletter, registration confirmations, and other information we feel might be of interest to you.
- Communicate with you about our Site or Services or to inform you of any changes to our Site or Services.
- Provide support.
- Maintain and improve our Site and Services.
- Defend our legal rights and the rights of others.
- Efficiently maintain our business.
- Comply with applicable law.

## HOW WE SHARE YOUR INFORMATION

We may share your Personal Information with our service providers that assist us in providing you with the Services. Specifically, these service providers help us communicate with you, process your membership renewal, and manage your conference registrations. These service providers include:

- *Memberclicks*. NAPPA utilizes MemberClicks Association Management Software to manage new memberships, renewals, conference registrations, and associated payments. MemberClicks is also utilized to store your personal information and to send email communications. Your contact information is utilized in accordance with MemberClicks' privacy policy available in the footer of all Member Clicks emails.
- *CrowdCompass*. NAPPA utilizes CrowdCompass' mobile app to house conference information such as agendas, registrant's names and emails, presenter information and bios, hotel information.
- *Constant Contact*. NAPPA utilizes Constant Contact which is an email marketing software to communicate with members via email to announce such things as membership renewals, conference and seminar registration information and deadlines, conference attendee information, and distribution of semi-annual newsletters. Personal contact information for NAPPA members is imported into Constant Contact from the MemberClicks database. Once you send out emails, you can immediately view reports for the campaign. The viewable statistics include open rates, click rates, the number of emails sent, bounces, successful deliveries, unsubscribes, spam reports, and did-not-opens. You can also view what links are clicked, social media statistics and poll responses.

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- *Survey Monkey.* NAPPA utilizes Survey Monkey which is a survey tool to evaluate speaker and topics at conferences and winter seminars. In addition, we do an annual survey to solicit information from members which involves importing members email addresses into the survey tool.

NAPPA may also share your Personal Information in connection with a corporate restructuring, to prevent harm, to comply with the law and our legal obligations, to protect our legal rights, or with your explicit consent. We do not share your Personal Information for any marketing purposes.

## CHOICES ABOUT YOUR INFORMATION

- **Access, correct, or view your information.** You may use your NAPPA account to access, correct, or view certain Personal Information we have collected and which is associated with your account, such as your phone number, title, and bar number. To access or change your name, organization, email, or address please contact the NAPPA office at 573-616-1895.
- **Cookies.** If you would like to opt-out data collection via cookies, you can generally set your browser to not accept cookies or to notify you when you are sent a cookie, giving you the chance to decide whether or not to accept it. However, please note certain features of our Site or other services may not work if you delete or disable cookies.
- **Do Not Track.** We take no action in response to “Do Not Track” requests received from users’ web browsing software.
- **Emails.** To unsubscribe from certain emails from us, including MemberClicks or Constant Contact emails, please click the unsubscribe link included in the footer of our emails.

## SECURITY

We maintain commercially reasonable security measures to protect the Personal Information we collect and store from loss, misuse, destruction, or unauthorized access. Our security includes industry-standard physical, administrative, and technology-based measures. However, no security measure or modality of data transmission over the Internet is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee absolute security.

## THIRD PARTY LINKS

The Site may contain links that will let you leave the Site and access another website. Linked websites are not under our control. This Privacy Policy applies solely to Personal Information that is acquired on this Site. We accept no responsibility or liability for these other websites. If you make a credit card payment for any of NAPPA’s products or services, you will be engaging in a financial transaction through our website, <https://www.nappa.org>. If you provide financial information through our website such financial information is collected and processed through a third-party provider, Authorize.net. We – and the third-party providers - use technology designed to encrypt the transmission of data to us through the system, as well as financial information we receive or transfer. Any payment details you provide are used solely for billing purposes by our payment providers. We do not store payment information on our system.

## CHILDREN’S PRIVACY

The Site is not intended for children under 13 years of age. We do not knowingly collect, use, or disclose Personal Information from children under 13.

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## **CHANGES TO THIS PRIVACY POLICY**

We may at any time, without notice to you, and in our sole discretion, amend this Privacy Policy. Please review this Privacy Policy periodically. Your continued use of the Site after any such amendments signifies your acceptance thereof.

## **CONTACT**

If you have any questions or concerns regarding this Privacy Policy, please contact us at 573-616-1895 ext. 6.