

NALTA PRIVACY POLICY - COMMITMENT TO YOUR PRIVACY

This site is owned and operated by NALTA. Your privacy on the Internet is of the utmost importance to us.

NALTA's objective is to work to insure that all personally and non-personally identifiable information that it receives via the Internet is secure against unauthorized access. This information, hidden data registration, is kept in a safe and secure system isolated from direct connection to the Internet. This means that no eyes but ours or those of board approved administrators performing services for NALTA will ever see the information that our visitors send to us, unless we indicate otherwise. We will only give out personal information as required by law, for example to comply with a court order or subpoena or to assist in criminal investigations. We may also give out personal information when we deem it advisable in order to protect the safety and security of our sites and visitors to our sites.

Because we gather certain types of information about our members, we feel you should fully understand our policy and the terms and conditions surrounding the capture and use of that information. This privacy statement discloses what information we gather and how we use it.

INFORMATION NALTA GATHERS AND TRACKS

- Information that members provide through voluntary submissions. These are voluntary submissions to receive the NALTA magazine, membership directory, to participate in our message boards or forums, to email a friend, and from participation in polls or surveys. Under no circumstances does NALTA divulge any information about an individual Member to a third party unless authorized by that member to do so.
- NALTA also tracks CPLTA status. This is done through our CPLTA process and is maintained on a secure server and administered by our Certification Director.

MESSAGE BOARDS/FORUMS POLICY

NALTA may, at its discretion, put up message boards and forums with board approval. Members will be notified if and when this occurs and will have the option to participate.

"E-MAIL" POLICY

Our site users can choose to send an email to someone else by clicking on that member within the electronic directory. The user must provide their email address. This information is used only in the case of transmission errors and, of course, to let the recipient know who sent the email. The information is not used for any other purpose. The electronic directory is only accessible to members and is password protected.

POLLING

We may offer interactive polls to users so that they can easily share their opinions and to see what our members think about important issues. Opinions or other responses to polls are aggregated and are not identifiable to any particular member. NALTA may use a system to "tag" users after they have voted, so that they can vote **only once** on a particular question. This tag is not correlated with information about individual users.

SURVEYS

NALTA may occasionally conduct user surveys to better serve our members. We do not share any of this information with any third party.

SECURITY

NALTA opts to use secure server software to protect membership information so that this information cannot be read as it travels to our system, and once it is received, it is stored in a location, password protected, not accessible via the Internet. NALTA operates secure data networks protected by industry standard firewall and password protection systems. NALTA does utilize commercial internet service providers (particularly Wild Apricot and SurveyMonkey) each of which maintain their own use and privacy agreements. Our security and privacy policies are periodically reviewed and enhanced as necessary and only authorized individuals have access to the information provided by our members.

If you have any questions about our privacy policy or practices, or to notify us that you want your information deleted from our files, please contact us at this address:

YOUR CONSENT

By using this site, you consent to the collection and use of this information by NALTA. If we decide to change our privacy policy, we will post those changes on our Membership Website Page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

GLOSSARY GUIDELINES

Personal Data

"Personal data" under the NALTA Privacy Guidelines is a very broad expression, which means " any information relating to an identified or an identifiable individual (data subject) ". It would include any kind of information once linked with an individual.

Providing Visitors with Anonymous Access

Providing visitors with anonymous access is not a requirement of the NALTA Privacy Guidelines. However, we, NALTA, wish to make it clear that visitors to our Web site can browse without disclosing personal data except that data which is required for system administration such as NALTA login information. Visitors will not have access to members data (electronic directory, etc.) as this requires a secure logon.

Cookies

Cookies associate a unique code with a particular IP address. They cannot pass on private information such as an email address without the user's intervention in the first place. However, it is possible to link the information stored in a cookie, or otherwise automatically logged, to personal data about individual visitors. Cookies may be used for a number of reasons such as registration and password storing, or for creating logs of visitor interests and preferences. Cookies may also be used to ensure the security of a visitor's information during a session and link personal data to the correct visitor. An example of a persistent cookie might be one that a Web site attaches to a specific visitor so that when the visitor returns to the Web site, the visitor does not need to complete the logging-in process. NALTA requests that you delete temporary cookies after each visit.

Technical Administration of the Web Site

Parts of the data are used for the technical support of the Web site and computer system. This would include processing computer account information, and information used in the course of securing and maintaining the site. Typically, certain information automatically logged including IP addresses and domain names are automatically used for the technical support of the Web site and computer system; tracking down problems with the server, improving security of a visitor's information during a session etc.

Specific Data

According to NALTA, personal data should be relevant to the purposes for which they are to be used. Personal data listed are regarded as sensitive and their use restricted.

Unauthorized Access

Steps are taken to ensure that only authorized board approved administrator(s) have access to the data.