

# **CalAPA Web Privacy Policy**

(Updated June 13, 2011)

## Information we gather:

The following information is gathered from our website visitors:

IP address.

Those who subscribe to our newsletter or register for classes or events may provide their name, e-mail address and other contact information to us directly or via third-party providers (such as event registration firms or electronic payment firms). Those who pay for goods or services may also provide credit card information through these providers.

### How we use the information we gather:

We use the information to enhance your visitor experience. We also examine this information in the aggregate to determine what parts of our website are most popular and useful to visitors. Registration and payment information is only used to process transactions and is never shared with others. Those who register for classes or events are added to our newsletter distribution list but may "unsubscribe" at any time using the "Safe Subscribe" feature at the bottom of all such communications.

### The people that are given access to this information:

Your personal information is accessible by the executive director and his designated technical support person and/or marketing representative. It is never shared or sold to anyone outside of the association by order of the Board of Directors.

### The security measures we have in place to protect your personal information:

To safeguard your personal information, we limit who has access to it and do not release it to third-parties. Strict procedures are in place regarding computer security, password access and storage of personal information. Credit card information is never stored on association computers.

### Our use of cookies:

Our website makes use of cookies which are small digital files that are stored in your web browser that enable us to track your return visits to our website. Your browser settings may allow you to block these cookies, but we recommend you have them enabled to help us personalize your experience of our website.