



## **Kentucky Society of Certified Public Managers® Privacy Policy**

The Kentucky Society of Certified Public Managers®, Inc (KSCPM) hereby adopts the following Privacy Policy:

### **Recognition of a Member's Expectation of Privacy**

KSCPM understands and respects the privacy expectations of our members and accepts our obligation to keep your information secure and confidential. We assure you that we will never sell membership information to any organization for any reason, including the sale of address labels for marketing purposes, conferences, or other events. KSCPM will continue to maintain standards to ensure that member information is private and secure at all times.

### **Member Information**

Member information means personal information that we collect about you such as name and address (home and/or work), employer, phone number (home and/or work), fax number, email address, year of certification, Society office held, and professional fields of work.

### **Collection, Use, and Disclosure of Member Information**

KSCPM will collect, retain and use information about our members only when there is a legitimate business reason. KSCPM will allow complete access to member information to sitting Board members for legitimate business purposes. The Treasurer, as keeper of member information, will be the only Board member allowed to change member information in our files. All Board members agree to respect member confidentiality and privacy.

We will not disclose your personal information that has been collected by the Society to anyone outside the Society unless we have received proper authorization from you or we are required to do so by judicial process, regulatory authority (subpoena, request by regulator, etc.), or due process procedures.

### **Information We Collect and How We Obtain It**

We collect, retain, and use personal information about our members from various sources. For example, KSCPM may collect:

- Information provided to us on membership applications, lists, and forms;
- Information provided to us directly from the member, such as when applying for committee assignments or elections; and
- Information collected from you or your supporting organization when registering for events, seminars, etc.

### **Protection of Member Information**

KSCPM has established procedures to ensure that all member information is accurate, current and complete. We pledge to respond in a timely manner to requests to correct inaccurate information. Members should recognize that the main source of the information we receive is from the members themselves. It is important for you apprise the Society of changes in personal contact information.

KSCPM maintains appropriate security standards and procedures regarding access to member information as required by prudent business practices.

### **Online Privacy**

KSCPM does not collect any personal information from those who visit our website (www.kscpm.org). While there is some information that is collected while you are visiting our website, this information does not identify you personally. Our web site host will collect the following information:

- The type of browser and operating system used to access the site;
- The date and time you access the site; and
- The pages you visit.

This information is used to help make the site more useful to those who use it.

Our site DOES NOT place “cookies” on your PC; there is no record or tracking of IP addresses from which our site is accessed.

If a link to another site is provided, you will no longer be on the Society website and are subject to the privacy policy of the new site.

### **Your Right to Opt-Out**

By joining KSCPM, you implicitly agree to allow personal information, as submitted by you and contained in the Society’s membership database, to be used only by the Society for organization-specific purposes.

You have the right to tell us not to print/list your personal information in any Membership Directory in whatever form it takes, printed and/or electronic. To do so, you must “opt-out” of having this information published by indicating such on the Society application form.

### **Changes in Our Privacy Policy**

KSCPM will periodically review this policy and reserves the right to amend it. No amendment will affect our commitment to keep your information secure and we will notify you of changes before they become effective.