#### **ERAPPA PRIVACY POLICY**

ERAPPA, respects and protects the privacy of our members and those who use our websites. We want to give you the comfort and confidence you need to fully participate in our online offerings so that we can better serve you. This Privacy Policy provides details of our approach to privacy and how we collect, use and protect your personal information.

#### What information does ERAPPA collect?

Most data ERAPPA collects is used only to help ERAPPA better serve its members. It is our general policy to collect and store only personal information that our members and visitors knowingly provide. Such information is generally requested and provided when you subscribe to ERAPPA through APPA, register for meetings or other ERAPPA programs or services. We maintain this information on our secure servers for our internal processes only. ERAPPA Internet forms often require users to give us contact information that may include name, email address, address, phone numbers, and similar information.

## How does ERAPPA protect your information?

We protect the confidentiality of your personal information by using industry-recognized security safeguards and procedures that protect your information from loss, misuse or unauthorized alteration. Anyone with access to this information is trained and required to safeguard your information. Using electronic and procedural safeguards, we restrict access to personal information to those members and agents for business purposes only.

### How does ERAPPA use information collected?

We use information for purposes of administering our business activities and providing services. We provide membership lists to Chapters and to business partners as a member benefit. However, we do not otherwise make your personal information available to anyone outside of APPA/ERAPPA/Chapters for any marketing purpose or sell or rent your personal information to third-parties for any other purposes, except in response to subpoenas or for other legal reasons.

## What technology is used on ERAPPA's websites?

We use a variety of technologies on our websites. Among these are cookies; pieces of information that our website provides to your browser when you visit our website. Cookies allow us to track overall site usage and determine areas users prefer, and also allow us to make your visit to our website easier by recognizing you when you return and helping to provide you with a customized experience. You can choose to decline cookies while at our websites; however, this may limit your ability to access certain areas of the website. Most browsers accept and maintain cookies by default. Check the "Help" menu of your browser to learn how to change your cookie preferences.

Our websites tracks usage data, including, for example, your IP address, your browser type and version, which pages you view, which page, if any, linked you to our sites, and which link, if any, you follow off of our sites. We use this data in the aggregate to better understand website activity to improve our site offerings. We do not track URLs that you type into your browser, nor do we track you across the Internet once you leave our site. By using our websites, you consent to the collection and use of this information by ERAPPA, as outlined herein.

You can contact the ERAPPA Vice President for Technology and Communications with privacy questions. Contact information is available at: <a href="https://www.erappa.org">www.erappa.org</a>.

Where a majority of the ERAPPA database is obtained through APPA it is suggested that you review the APPA Privacy Policy at <a href="https://www.appa.org">www.appa.org</a>. APPA members may modify, correct, change or update personally identifiable information that APPA has collected through its website or may cause their personal record to be removed from the APPA's database by contacting APPA.

# Notification of Policy Changes.

ERAPPA reserves the right to amend this Privacy Policy at any time. If we decide to change our Privacy Policy, we will post these changes on our home page so that you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Any such change will be effective immediately upon posting.