

## **NATIONAL CATHOLIC DEVELOPMENT CONFERENCE, Inc. PRIVACY POLICY**

National Catholic Development Conference, Inc. (NCDC) respects the privacy of its members and other visitors to its website. NCDC has created this Privacy Policy to demonstrate its firm commitment to privacy and security. This Privacy Policy describes how NCDC collects information from users of the website, how the collected information is used, and the choices members and visitors have concerning the collection and use of such information. Please read the policy carefully and note that by using NCDC's website, members and visitors signify their agreement to this Privacy Policy. NCDC will update this policy from time to time. Any revisions, amendments, or modifications will be posted on the website.

### **What information does NCDC collect and how is personal information used once it is collected?**

Most data NCDC collects is used only to help NCDC better serve its members. It is NCDC's general policy to collect and store only personal information that its members and visitors knowingly provide. Information collected online is usually defined as being either anonymous or personally identifiable.

Anonymous information refers to data that cannot be tied back to a specific individual. NCDC does not collect any personal information from users browsing its public website. Only aggregate data-such as the number of hits per page, browsers and platform types-is collected. Aggregate data is only used for internal and marketing purposes and does not provide any personally identifying information.

Personally identifiable information refers to data that tells NCDC specifically who the visitor is. To gain access to members-only resources and personalization features on the NCDC website, members are asked to provide some limited information. This data is submitted voluntarily. NCDC asks users to provide their e-mail address for Login purposes, and to verify contact information for convention and meeting registration.

The database storing NCDC membership contact information is a record that is held in trust. NCDC will not sell, share, or exploit any information provided by members or non-members on their website or through any other means. Non-members will be denied requests for lists of members.

Contact information for NCDC Annual Conference and Exposition is shared only with Conference attendees and exhibitors. Electronic versions of the attendee list will be distributed to exhibitors twice: once before and once at the conclusion of the Conference. These lists are for one time use only and include only attendee name, organization, address, phone and fax numbers.

Only the NCDC President/CEO may grant exceptions.

### **What are "cookies" and how does NCDC use them?**

A cookie is a small text file containing a unique identification number that is transferred from a website to the hard drive of a user's computer. This unique number identifies the user's web browser-but not the user-to NCDC computers whenever the user visits the NCDC website. A cookie will not provide personally identifiable information about users, such as their name and address. The use of cookies is now an industry standard and cookies are currently used on most major websites. Most web browsers are initially set up to accept cookies. If users prefer, they can reset their browser to notify them when they have received a cookie. They can also set their browser to refuse to accept cookies altogether.

NCDC uses cookies only to facilitate automated activity such as to store and track passwords. Cookies are not used to disseminate significant information about users over the Internet or to analyze any information that users have knowingly or unknowingly provided.

NCDC does not disclose credit card account information provided by its members. When members choose to use their credit cards, NCDC submits the information needed to obtain payment to the appropriate clearinghouse.

### **What privacy issues arise with links to other sites and who collects information and has access to it?**

Data collected through NCDC's website is generally collected and maintained solely by NCDC.

This website contains links to other websites. NCDC has no control over, and is not responsible for, the privacy policies or content of such sites.

### **How can members modify their NCDC member information?**

Members may change their information by sending an e-mail to [bcupo@ncdcusa.org](mailto:bcupo@ncdcusa.org), or by mail to the following postal address: NCDC 86 Front Street, Hempstead, NY 11550 or by utilizing the member update feature in the members-only section of [www.ncdcusa.org](http://www.ncdcusa.org).

Members may choose to "opt out" of receiving materials. If members do not "opt out" of receiving such promotional materials, NCDC reserves the right to e-mail materials related to its services.

NCDC may occasionally need to send members messages pertaining to their use of the services and/or the sites. Members will not be able to "opt out" of receiving such messages. These messages are limited in that they, among other things, will clearly indicate the originator of the e-mail.

### **What types of security procedures are in place to protect against the loss, misuse, or alteration of information?**

NCDC has security measures in place to protect the information under its control. While the organization makes every effort to ensure the integrity and security of its network and systems, it cannot guarantee that its security measures will prevent third-party "hackers" from illegally obtaining information. NCDC will never sell member or visitors'

information to a third party. Any information that is disclosed in public areas of NCDC's website, in the members-only Forum, or on the Internet may become public information. Members and visitors should exercise caution when deciding to disclose personal information in these areas.

**Questions About NCDC's Privacy Policy.**

If members or visitors have any questions about this Privacy Policy, please contact:

NCDC Privacy Policy, National Catholic Development Conference, 86 Front Street, Hempstead, NY 11550 or e-mail [info@ncdcusa.org](mailto:info@ncdcusa.org).