

NCDA PRIVACY POLICY

The National Career Development Association (NCDA) respects the privacy of its members, visitors to its website, and other affiliates. NCDA created this Privacy Policy to explain standard procedures for gathering and using information from members and visitors, particularly in regards to online forms or other website interactions.

COLLECTION AND USE OF INFORMATION

Generally, the private information NCDA collects includes contact information (such as phone number or e-mail address), unique identifiers (such as membership number), financial information (such as a credit card number), and demographic information (for example, gender, education, work setting).

NCDA collects information for a variety of purposes, such as for generating a membership, communicating with members and affiliates, fulfilling requests for information, selling selected NCDA products, conducting a program evaluation, presenting a conference, improving its website, etc.

NCDA members may choose to “opt-out” of the opportunity to participate in the sharing of member information. Simply select the “No” option on the Membership Application or contact headquarters.

NCDA members may choose to “opt-out” of the emails distributed from headquarters, such as Special Announcements or Career Convergence subscription, by completing the online form found on each page of the website (under Contact Us), or by calling headquarters, as directed at the bottom of each email.

COMPLIANCE

A copy of this Privacy Policy is distributed to all NCDA staff and anyone with access to electronic data, such as the website editor. Their signature on the copy indicates agreement with the policy. The policy is posted on the NCDA website for viewing by all NCDA volunteers, members, and visitors.

CONFIDENTIALITY

NCDA has set appropriate physical, electronic, and managerial procedures to safeguard and secure relevant information.

Access to information by NCDA staff is done with the agreement that staff will treat such information confidentially. Whether the information source is via online, a database at headquarters, written, or telephone/fax, the staff recognizes it as private. Access to electronic information is safeguarded to a very limited staff with login and password approval.

NCDA volunteers are members who are bound by the professional code of ethics and therefore recognize the need to treat information as confidential.

The technical contractor offers NCDA a secured database and other security precautions to ensure confidentiality of NCDA data. Likewise, the technical staff has agreed to treat the data confidentially.

This security of private information is particularly applicable to credit card data. NCDA does not disclose credit card account information provided by its members and customers, except as needed to secure payment from the appropriate clearinghouse.

CONSENT and OPT-OUT

By using the NCDA website, you consent to the collection and use of information as described in this policy. It is your responsibility to notify NCDA of your lack of consent via one of the following opt-out methods:

1. Selecting “No” when asked permission for contact information to be released on the Membership Application
2. Email the Executive Director, Deneen Pennington at dpennington@ncda.org
3. Telephone (918) 663-7060 or toll-free at (866) 367-6232
4. Follow the instructions at the bottom of email Announcements or Career Convergence to unsubscribe
5. A written letter sent to NCDA Headquarters at 305 N. Beech Circle, Broken Arrow, OK 74012
6. A faxed letter sent to (918) 663-7058.

COOKIES

Cookies are tiny data files that web sites commonly write to your hard drive when you visit them. This allows you to move more quickly throughout the site. A cookie file contains information that can identify you anonymously and maintain your account's privacy. By showing us how and when visitors use our site, cookies may help us see which areas are popular and which are not. Some improvements and updates to our site may be based on the data derived from these cookies, such as total number of visitors and pages viewed. We do not use cookies to retrieve information from your computer that was not originally sent in a cookie. We do not use cookies to obtain information on other web sites that you may visit. Most browsers are initially set to accept cookies. If you wish, you can elect to set your browser to refuse cookies.

LEGAL NOTICE / DISCLAIMER

We suggest you refer to the NCDA Legal Notice / Disclaimer for details regarding all information posted on the website.

MEMBERSHIP ROSTER

Currently a Membership Roster or Directory is not published/distributed as such. Only the staff at NCDA headquarters has access to such a roster via the secured database. The NCDA Board has agreed that a list of members email addresses will not be sold or distributed.

The annual NCDA conference registration roster is distributed at the time of the conference and to those who request it after the conference.

Information collected on the Membership Application may be shared with the member's permission. The following “opt-out” statement (i.e. the member's choice to keep info private) is located on the Membership Application: “NCDA shares membership

information with carefully screened organizations. Do you want NCDA to include your information in these mailings?"

RELEASE OF INFO TO THIRD PARTIES

NCDA may provide limited data to third parties that offer products and services that may be of interest to its members. These third parties are screened by the staff at headquarters or the Board of Directors. In addition, NCDA may share aggregate information about users with certain third parties (e.g. number of website visitors or number of conference participants). This information shows user activity as a whole rather than on an individual basis and cannot be used for individual identification.

NCDA makes membership mailing labels available to other reputable organizations whose products or services we think you might find interesting. The mailing labels contain your name, organization, and postal address. They do not include your e-mail address, fax, or phone number. See the "opt-out" choice described in this policy to be excluded from the mailing label list.

CHANGES IN PRIVACY POLICY

NCDA reserves the right to change this Privacy Policy at any time. Any changes to this Privacy Policy will be posted on the website.

CONTACTING NCDA

You may use the "Contact Us" button at the top of every NCDA webpage to contact any staff or volunteer member at NCDA. Inquiries can be made at anytime to the Executive Director, Deneen Pennington at dpennington@ncda.org or by calling toll-free 1-866-367-6232.