

## **NASBA.org Privacy Policy**

**Last updated: August 2, 2011**

At NASBA, we recognize the importance of privacy and how crucial it is to protect the privacy of all who use our products and services. This Privacy Policy pertains to all the products and services offered by NASBA through its website at [www.nasba.org](http://www.nasba.org) (herein referred to as [nasba.org](http://nasba.org)), and its subsidiaries or affiliated companies. This policy will tell you what information is collected by [nasba.org](http://nasba.org), how it is protected, how we use it and what choices you have about how the information is used.

### **What do we collect?**

Nasba.org collects personally identifiable information about users only when the user voluntarily provides such information. For some of our sites you must set up a user profile, and that will require specific information about you. This information may include name, address, telephone number(s), email address, date of birth, license number(s), license expiration date(s) and payment information. Once this information is received, reasonable measures are maintained throughout processing to guard the privacy and security of your personal information.

Nasba.org collects non-personal identification information through the use of cookies and/or Internet Protocol (IP) address tracking. Cookies are small text files stored on your computer when you initially visit a website that make your browser unique to that site. We use cookies to recognize if you have been to our sites before, making your ongoing access and usage of the sites easier and smoother. Information is also gathered about the areas you visit on our sites and about the links to other sites on the Internet you may click from within our sites. However, [nasba.org](http://nasba.org) is not responsible for the privacy practices or content of such other sites. We encourage our users to be aware when they leave our site, and to read the privacy statements of each website we are linked to that may collect personally identifiable information.

NASBA is not responsible for the nature, quality or accuracy of the content or opinions expressed on sites we do not control or monitor. Consult the privacy policies of these sites before providing any personal information.

### **How we use (and don't use) your email**

When you utilize any services available through [nasba.org](http://nasba.org), we store the email address in the event further correspondence is needed. We do not share or sell your email address or any other personal information that would aid in creating unsolicited emails or other materials.

### **No liability for acts of third parties**

Although we use all reasonable efforts to safeguard the confidentiality of all personal and non-personal information, transmissions made via the Internet cannot be made absolutely secure. [Nasba.org](http://nasba.org) will have no liability for disclosure of information due to errors in transmission or unauthorized acts of third parties.

## **Confidentiality**

NASBA reserves the right to disclose to third parties information about usage of our sites and any related services, including information gathered during your use of nasba.org. Any information disclosed will be in the form of aggregate data (such as overall patterns or demographic reports) that does not describe or identify any individual user.

We will not disclose personal information to any third party without your express permission, except in the following limited circumstances, in which we will consider, and may release to third parties:

1. To comply with valid legal requirements such as a law, regulation, search warrant, subpoena or court order;
2. In special cases, such as to investigate, prevent or take action regarding illegal activities, suspected fraud or situations involving potential threats to the physical safety of any person.

## **Legal disclosure of information**

NASBA may disclose personally identifiable information if we are required to do so by law, or we in good faith believe that such action is necessary to:

1. Comply with the law or the legal process,
2. Protect and defend our rights and property,
3. Protect against misuse or unauthorized use of our sites, or
4. Protect the personal safety or property of our users or the public.

\* Please note that we may not provide you with notice prior to disclosure in such cases.

## **Lost or stolen information**

If your credit card or password is stolen or used without your permission from any of our sites, immediately notify your card provider in accordance with its rules and procedures, and contact NASBA. Upon notification, NASBA will cancel any false transactions and compromised passwords, and will update any affected records.

## **Security**

NASBA uses reasonable precautions to protect information about our customers while it is stored on our servers or in transit to our vendors processing on our behalf. Sensitive information that is transmitted to us online (such as a credit card number) is encrypted and is transmitted to us securely, using Secure Sockets Layer (SSL) encryption. In addition, access to all of our customers' information, not just the sensitive information mentioned above, is restricted. Only employees who need the information to perform a specific job (for example, an application processor or candidate service associate) are granted access to personally identifiable

information. Finally, the servers on which we process personally identifiable information are kept in a safe and secure environment.

### **Accessing and correcting personal information/Opt out**

You have a right to know about the personal information NASBA has collected through your requests as described above, including the right to correct, amend or delete the information we have on file if it is incorrect. You may also change the status of whether you wish to receive alerts, newsletters and communications at any time. If you wish to exercise these rights, feel free to contact us at by calling (615) 880-4200. You may still receive emails containing important or relevant information about your account.

### **Your California privacy rights**

Beginning January 1, 2005, California Civil Code Section 1798.83 permits those customers that are California residents to request that we not share your personal information with third parties for their direct marketing for personal, household or family use.

### **Governing law**

Nasba.org is controlled, operated and administered entirely within the United States. By using this site, you signify your agreement to the terms of this Policy. If you do not agree with this Policy, please do not disclose any personal information through this site. This Policy and the use of this site are governed by Tennessee law. Users of this site consent to the jurisdiction and venue of such courts as the most convenient and appropriate for the resolution of disputes concerning this Policy. This Policy and the notices outlined herein are not intended to and do not create any contractual or other legal rights in or on behalf of any third party. Any claim related to the site or this Policy shall be brought in a federal or state court in Davidson County, Nashville, Tennessee, within one year after the claim arises.

### **Children**

Our site is not directed at individuals less than 13 years of age and we do not intend to collect any personally identifiable information from such individuals.

### **Changes to our Privacy Policy**

NASBA reserves the right to change or update this Privacy Policy, or any of our governing Privacy Policies at any time. You are responsible for reviewing this Policy periodically, and your continued use of our sites following changes to the policies will be considered acceptance of any changes. Any changes or updates will be effective immediately upon posting to the site.

### **Contact us**

NASBA welcomes comments and questions about this Policy and about nasba.org. Feel free to contact us at by calling (615) 880-4200 for any questions or comments you have.