#### **AREA Privacy Policy**

**April 2003** 

AREA takes your privacy seriously. Please read the following to learn more about our privacy policy.

# What this Privacy Policy Covers

• This Privacy Policy covers AREA's treatment of personally identifiable information that AREA collects when you become a member or update your membership information.

#### **Information Collection and Use**

- AREA collects personally identifiable information when you register as an AREA member. AREA may also receive personally identifiable information from our business partners.
- When you register with AREA we ask for your name, home address, zip code and email address.
- AREA uses information for Newsletter and other general-purpose mailings, dues purposes, to fulfill your requests for certain products and services, e.g., convention registrations, and to contact you about specials and new products.

### **Information Sharing and Disclosure**

- AREA will not give, sell or rent your personally identifiable information to anyone without your express prior consent.
- AREA may send personally identifiable information about you to companies or people when:
- o We have your consent to share the information;
- o We need to share your information to provide the product or service you have requested;
- o We need to send the information to companies who work on behalf of AREA to provide a product or service to you. (Unless we tell you differently, these companies do not have any right to use the personally identifiable information we provide to them beyond what is necessary to assist you.).

### Your Ability to Edit and Delete Your Account Information and Preferences

- AREA gives you the ability to edit your membership information at any time, including whether you want AREA to contact you about specials and new products.
- You may request deletion of some or all of your AREA membership information at any time by completing and mailing the MEMBERSHIP UPDATE FORM to the Membership Director. The form appears in each edition of the AREA Newsletter. To print an online copy, return to the Home page and click on "Membership Update Form".

### **Changes to this Privacy Policy**

• AREA may amend this policy from time to time. If we make any substantial changes in the way we use your personal information we will notify you by posting a prominent announcement the next edition of our Newsletter.

## **Questions or Suggestions**

• If you have questions or suggestions complete a MEMBERSHIP UPDATE FORM and mail it to the Membership Director. Check the OTHER block on the form and then enter the question or suggestion.