

Effective 9/19/07

NASAR Privacy Policy

We at NASAR believe that privacy is important. This document outlines the types of personal information we receive and collect when you use NASAR's services, as well as some of the steps we take to safeguard information. We hope this will help you make an informed decision about sharing personal information with us.

Information we collect and how we use it

Membership, Bookstore and Education – When a person joins NASAR, places an order through the bookstore or participates in a NASAR course or certification we request contact information such as mailing address, email address and phone number. This information is never sold or given to vendors. Member mailing addresses are given to Cygnus Publications for the purpose sending *Advanced Rescue Technology*. All payment information done online is encrypted and is not stored in our database files. Payment information done via phone or mail is kept with the CFO and destroyed after the designated amount of time per Generally Accepted Accounting Procedures (GAAP).

Conference – A person attending the NASAR Annual Conference is requested to fill out a registration and disclose a mailing address, email address and phone number. ONLY the mailing address is given to vendors of the Annual Conference for the purpose of advertising their products. Payment information done via phone or mail is kept with the CFO and destroyed after the designated amount of time per Generally Accepted Accounting Procedures (GAAP).

Information Security

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures, to guard against unauthorized access to systems where we store personal data.

We restrict access to personal information to NASAR employees, contractors and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Data Integrity

NASAR processes personal information only for the purposes for which it was collected and in accordance with this Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is

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accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

Accessing and updating personal information

When you use NASAR services, we make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate business purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup tapes), or for which access is not otherwise required. In any case where we provide information access and correction, we perform this service free of charge, except if doing so would require a disproportionate effort. Some of our services have different procedures to access, correct or delete users' personal information.

Enforcement

Please feel free to direct any questions or concerns regarding this Policy or NASAR's treatment of personal information by contacting us through this web site or by writing to us at Privacy Matters, c/o NASAR, PO Box 232020, Centreville, VA 20120. When we receive formal written complaints at this address, it is NASAR's policy to contact the complaining user regarding his or her concerns.

Changes to this policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Policy changes). Each version of this Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this policy in an archive for your review.

If you have any additional questions or concerns about this Policy, please feel free to contact us any time through this web site or at Privacy Matters, c/o NASAR, PO Box 232020, Centreville, VA 20120.