

# **MCCIA Privacy Policy**

## **for**

[www.mccia.org](http://www.mccia.org)

This Privacy Policy applies solely to information that MCCIA collects about you as a member of the general public while using our publicly accessible website. Each time you use our website, you signify that you have read, understood and agree to be bound by this Privacy Policy. An addendum to this policy pertaining to the collection and use of information about MCCIA Members is maintained with the access controlled Members Area.

### **Restrictions on Use**

The MCCIA website offers various capabilities for you to communicate with us. We welcome your comments and other content provided it is not obscene, illegal, threatening, or defamatory and so long as the content does not invade the privacy or infringe on the intellectual property of any other party. Further, such content may not contain advertisements, promotions, "hacks," viruses or "spam." You may not use a false e-mail address, impersonate any person or entity, or otherwise mislead as to the origin of the information.

You may view, download and print MCCIA content from the site provided the content is used solely for information purposes and the content is not modified or altered in any way. You may not use framing techniques to enclose any MCCIA proprietary information without the express written consent of MCCIA. You may not use meta tags or any other "hidden text" using MCCIA's name or logo without the written consent of MCCIA.

### **Collection and Use of Your Information**

#### **When You "Surf" the site**

Like most standard website servers, our service (host) provider maintains information obtained from and through your browser on server logs. This information can include Internet protocol (IP) addresses, browser type, Internet service provider ("ISP"), and other data. MCCIA has indirect access to this information and may use it to analyze trends, administer the Site, track user movement, detect fraud or other types of abuse, and gather broad demographic information for aggregate use. We may associate this information with Your Information to resolve technical issues, support security for our members, and take action on any activity that may violate this Privacy Policy.

## **When You “Sign” our Guestbook**

The MCCA Guestbook is designed to allow you to leave a **public** comment for others to read. Whatever you enter for “Name” and “Comment” will be available to any visitor to our web site. Any other information we may request from you (such as contact information, membership status, etc.) will not be publicly available. Designated staff members will have access to all your information and may use it to initiate contact with you. Entering information in our Guestbook is completely voluntary. However, we encourage all visitors to participate and tell us what they think of MCCA and our web site. If you would like to share your thoughts with us but do not wish to share it with the general public, please consider using our Feedback feature (see below for details).

## **When You Submit Feedback**

Constructive feedback is how we identify our strengths as well as areas that need improvement. Our Feedback feature is specifically designed to allow you to communicate directly with the MCCA Board of Directors (BOD). Although the Feedback and Guestbook entry forms may appear similar, the process and handling of your information is completely different. Any information you provide through our Feedback form is submitted directly to the BOD and designated staff members. If appropriate, the BOD may share your feedback – in general terms (not including personal data) - with other members of the Association in order to give your input full consideration. Further, a staff member may contact you regarding your Feedback post. Using our Feedback feature is completely voluntary. However, we encourage all visitors to participate and tell us what they think of MCCA and our web site.

## **When You Participate in Surveys**

From time-to-time we may request information from our visitors via surveys relating to our content, products or services. When you participate in a survey, we may request contact information (such as your name and e-mail address) or demographic information (such as your military affiliation, membership eligibility status, etc.). MCCA conducts surveys to better understand your needs and opinions. MCCA may share, in aggregate form, information it collects from these surveys with its staff, members and the general public, but will not share any personally identifiable information beyond the MCCA staff without your prior consent. Participation in these surveys is completely voluntary. We encourage your participation in these surveys as they provide us with important information that helps us to improve our Site and our Association.

## **When You Submit a Membership Application**

Information regarding specific eligibility requirements for membership in MCCA is available on our web site. All information contained within a membership application is retained indefinitely, regardless of how the application is ultimately adjudicated. If necessary, the staff may discreetly disclose your name and other information on the application form solely for the

purpose of confirming your identity and eligibility for membership. Your contact information will be used to notify you of the results of your application request.

### **When You Submit a Scholarship Application**

Information regarding the MCCIA Scholarship Program, including the application form, is available on the MCCIA website. As noted in the Program documentation, specific eligibility requirements must be met. Additional information regarding how your application information will be processed is available in the addendum to this Privacy Policy, located in the Members Area. Consult with your application sponsor or contact our Scholarship Program Chairman for assistance.

### **When You Donate to MCCIA**

MCCIA gratefully accepts personal and corporate donations to our several funds. When possible, we publicly recognize and thank those who contribute to these worthy causes. However, we respect that some donors prefer to remain anonymous and make every effort to protect their identity. Feel free to contact us via a Feedback post for more information on how you may contribute to the general or specific efforts of MCCIA.

## **Changing or Removing Your Information**

We will not normally change any information you submit on our website, whether to correct misspellings, clarify input or revise content. To correct a previously submitted membership or scholarship application, please contact the appropriate committee. You may do so by using the Feedback feature on our website.

If you wish to have a previously submitted Guestbook entry removed, contact the Webmaster via the Feedback feature on our website.

The MCCIA Webmaster will permanently delete or block, in its entirety, any input which, in the Webmaster's opinion, does not comply with this policy or the Association's professional standards. The Webmaster will also take action to temporarily or permanently remove any content deemed contentious or questionable. Decisions by the Webmaster are not negotiable.

## **Security of Your Information**

Any information that is publicly displayed on the MCCIA website may appear in the results of searches conducted on various Internet search engines, including people-search type web sites. In addition, MCCIA may create applications or other tools for use on other websites, such as Facebook, through which all or a portion of the information that is publicly displayed on this site may be shown to the users of those websites. You should take these factors into consideration before providing or posting personal information for display on our public website.

## **Changes to Our Privacy Policy**

MCCIA reserves the right to modify this Privacy Policy at any time, for any reason. When substantial changes are made, we will post an announcement on this site for at least 30 days.

## **Disclaimer**

This Privacy Policy states MCCIA's standards for maintenance of personal information and we strive to maintain these standards. However, there may be factors beyond our control that may result in disclosure of data and, therefore, we are not in a position to guarantee these standards. We disclaim any warranties or representations relating to maintenance or nondisclosure of your personal information.

## **Contact Information**

If you have any questions about this Policy or our web site, please feel free to contact us using the Feedback feature.