



## **American Academy of Certified Public Managers Privacy Policy**

The American Academy of Certified Public Managers, Inc (AACPM) hereby adopts the following Privacy Policy:

### **Recognition of a Member's Expectation of Privacy**

AACPM understands and respects the privacy expectations of our members and accepts our obligation to keep your information secure and confidential. We assure you that we will never sell membership information to any organization for any reason, including the sale of address labels for marketing purposes, conferences, or other events. AACPM will continue to maintain standards to ensure that member information is private and secure at all times.

### **Member Information**

Member information means personal information that we collect about you such as name address (home and/or work), employer, phone number (home and/or work), fax number, email address(es), year of certification, Society office held, and professional fields of work.

### **Collection, Use, and Disclosure of Member Information**

AACPM will collect, retain and use information about our members only when there is a legitimate business reason. AACPM will allow general access to member information only so far as is allowed under policies adopted by the House of Delegates. AACPM will allow complete access to member information to sitting Board members for legitimate business purposes. The Treasurer, as keeper of member information, will be the only Board member allowed to change member information in our files. All Board members agree to respect member confidentiality and privacy.

We will not disclose your personal information that has been collected by the Academy to anyone outside the Academy and its member Societies unless we have received proper authorization from you or we are required to do so by judicial process, regulatory authority (subpoena, request by regulator, etc.), or due process procedures.

### **Information We Collect and How We Obtain It**

We collect, retain, and use personal information about our members from various sources. For example, the Academy may collect:

- Information provided to us on Society membership applications, lists, and forms;
- Information pertaining to your relationship with local Societies of the Academy;
- Information provided to us directly from the member, such as when applying for committee assignments or national elections; and

- Information collected from you or your supporting organization when registering for local, regional, or national professional development conferences.

### **Protection of Member Information**

AACPM has established procedures to ensure that all member information is accurate, current and complete. We pledge to respond in a timely manner to requests to correct inaccurate information. Members should recognize that the main source of the information we receive is from the local Society and members themselves play a vital role in the maintaining of correct information at both the local and national level. It is important for you to contact your local Society regarding incorrect information or changes in personal contact information.

AACPM maintains appropriate security standards and procedures regarding access to member information as required by prudent business practices.

### **Online Privacy**

AACPM does not collect any personal information from those who visit our website ([www.cpmacademy.org](http://www.cpmacademy.org)). While there is some information that is collected while you are visiting our website, this information does not identify you personally. Our web site host will collect the following information:

- The type of browser and operating system used to access the site;
- The date and time you access the site; and
- The pages you visit.

This information is used to help make the site more useful to those who use it.

Our site DOES NOT place “cookies” on your PC; there is no record or tracking of IP addresses from which our site is accessed.

If you link to another site, you are no longer on the Academy website and are subject to the privacy policy of the new site.

### **Your Right to Opt-Out**

By joining your local CPM Society and the Academy, you implicitly agree to allow personal information, as submitted by you and contained in the Academy membership database, to be used only by the Academy and its member Societies for organization-specific purposes.

You have the right to tell us not to print/list your personal information in our public Membership Directory in whatever form it takes, printed and/or electronic. To do so, you must “opt-out” of having this information published by indicating such on your local Society application form. If you opt-out, your information will not be available to other affiliated professional or business organizations for which the Academy’s House of Delegates has determined there is a legitimate business purpose for making that information available.

### **Changes in Our Privacy Policy**

The Academy will periodically review this policy and reserves the right to amend it. No amendment will affect our commitment to keep your information secure and we will notify you of changes before they become effective.

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.