

# **AFSA Privacy Statement and Conditions of Use.**

*Updated: December 30, 2014*

At the American Foreign Service Association (AFSA), we know you care about your personal privacy and about the terms and conditions that govern your use of this Web site (this "Site"). Because we are dedicated to serving your needs and respecting your preferences, we have adopted the policies and practices described in this Privacy Statement and Conditions of Use.

## **Our Collection and Use of Your Personally Identifiable Information**

In general, we collect and use information about you for membership administration, to deliver member benefits (e.g., our newsletter, journal, and directory) and to inform you of AFSA-related benefits and/or other opportunities. Except as described herein, we do not sell, rent or otherwise share or disclose your private, personally identifiable information to third parties.

AFSA specifically collects information from you at several different points, including but not limited to the following:

## **Information You Provide to Us**

AFSA primarily collects information in connection with AFSA membership, services, products and AFSA-related registrations. AFSA will treat any information of its members as confidential and will not disclose it to any third party without consent. We do not rent, sell or otherwise disclose personal information for non-AFSA related mailings. If you do not wish to receive the AFSA emails, newsletters, directory, or have specific contact preferences, you may express your preferences by sending a letter, calling or e-mailing the AFSA Member Services Department at the contact information below informing us of your preferences.

## **Correspondence**

If you correspond with us via e-mail, the postal service, or other form of communication, we may retain such correspondence and the information contained therein and use such to respond to your inquiry and/or notify you of AFSA events, news or other AFSA-related opportunities. Importantly, e-mail and postal address information is never sold, given, or otherwise shared or disclosed to third parties

## **Information from Other Sources**

We receive information about you from other sources, such as the foreign affairs agencies as per our collective bargaining agreements, service providers (e.g. Zipcar), and from publicly available sources. For example, sometimes we receive information from third parties when we process credit card payments made by you for events or membership.

## **URL and IP Address**

Like many other Web sites, we collect information about our users' utilization and navigation of our Site. This information helps us design our Site to better suit our users' needs. We may also use your IP address to help diagnose problems with our server and to administer our Site, analyze trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences.

## **Cookies and Web Beacons**

Cookies are pieces of data that a Web site transfers to a user's hard drive for record-keeping purposes. Web beacons are transparent pixel images that are used in collecting information about website usage, e-mail response and tracking.

The Site uses cookies and Web beacons to provide enhanced functionality on the site (e.g., user ID and password prompts, and conference registration) and aggregate traffic data (e.g., what pages are the most popular). These cookies may be delivered in a first-party or third-party context. The AFSA may also use cookies and web beacons in association with e-mails delivered by the AFSA. Our Site also captures limited information (user-agent, HTTP referrer, last URL requested by the user, client-side and server-side clickstream) about visits to our Site; we may use this information to analyze general traffic patterns and to perform routine system maintenance. You have many choices with regards to the management of cookies on your computer. All major browsers allow you to block or delete cookies from your system. To learn more about your ability to manage cookies and web beacons, please consult the privacy features in your browser.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States . Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## **Restrictions on Disclosing Information to Third Parties**

We may disclose all of the information (described above) that we collect, as stated above and in accordance with the terms set forth in this section. We do not reveal personally identifiable information about you to third-parties for their independent use unless: (1) you request or authorize; (2) in connection with AFSA-hosted and AFSA co-sponsored events as described above; (3) the information is provided to comply with the law (for example, to comply with a search warrant, subpoena or court order), enforce an agreement we have with you, or to protect

our rights, property or safety, or the rights, property or safety of our employees or others; (4) the information is provided to our agents, vendors or service providers who perform functions on our behalf; (5) to address emergencies or acts of God or (6) to address disputes, claims, or to persons holding a legal or beneficial interest; (7) through the AFSA Member Directory. We may also gather aggregated data about our members and Site visitors and disclose the results of such aggregated (but not personally identifiable) information to our partners, service providers, advertisers and/or other third parties for marketing or promotional purposes.

The AFSA website uses interfaces with social media sites such as Facebook, LinkedIn, Twitter and others. If you choose to "like" or share information from the AFSA website through these services, you should review the privacy policy of that service. If you are a member of a social media site, the interfaces may allow the social media site to connect your site visit to your personally identifiable information.

### **Member Directory**

AFSA makes member information available through the AFSA online Member Directory to other AFSA members using this Site. In addition, AFSA incorporates information members provide into hard copies of the Membership Directory that is provided to retired members.

### **Our Security Measures to Protect Information**

To help protect the privacy of data and personally identifiable information you transmit through use of this Site, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personally identifiable information to those employees who need to know that information to provide benefits or services to you. In addition, we train our employees about the importance of confidentiality and maintaining the privacy and security of your information. We commit to taking appropriate disciplinary measures to enforce our employees' privacy responsibilities.

### **Inapplicability of Privacy Statements of Any Linked Sites or Other Third Parties**

This Privacy Statement only addresses AFSA's use and disclosure of your personally identifiable information. As this Site may contain links to other Web sites, please be aware that we are not responsible for the privacy practices of such other sites, and we are not liable for their misuse of personally identifiable information. We encourage you to be aware that when you go to another Web site you should carefully read their privacy statement.

### **General Legal Notice and Disclaimer**

Access to the information contained on this Web site is provided by AFSA to its members and nonmembers as a service to foreign affairs professionals. References herein to any product, process or service do not constitute or imply endorsement or recommendation by AFSA. While AFSA makes every effort to present accurate and reliable information on this Site, AFSA does not approve or certify such information nor does it guarantee the accuracy, completeness, efficacy, timeliness or correct sequencing of such information. Furthermore, the information on

the Site does not constitute legal advice. Use of such information is voluntary and reliance on it should only be undertaken after an independent review of its applicability, accuracy, completeness, efficacy and timeliness with regard to the website visitor's specific needs and uses. AFSA (including its employees and agents) is not responsible for, and expressly disclaims all liability for damages of any kind arising out of use, reference to or reliance on the information available through this Site. No approvals, recommendations, endorsements, guarantees or warranties, including, but not limited to, any express or implied warranties of merchantability or fitness for any particular use or purpose of products or services named on this Site are made by AFSA.

### **Your Access to and Updating of Personal Information**

Reasonable access to personally identifiable information will be provided within 30 days at no cost to AFSA members, upon request made to AFSA at the contact information provided below. If access cannot be provided within that time frame, AFSA will provide the requesting party a date when the information will be provided. If for some reason access is denied, AFSA will provide an explanation as to why access has been denied.

### **Conditions of Use, Notices and Changes to Our Privacy Statement**

**By using this Site, you agree to the terms and conditions contained in this Privacy Statement and Conditions of Use and/or any other agreement that we might have with you. If you do not agree to any of these terms and conditions, you should not use this Site or any AFSA benefits or services.** You agree that any dispute over privacy or the terms contained in this Privacy Statement and Conditions of Use, or any other agreement we have with you, will be governed by the laws of the District of Columbia. You also agree to arbitrate such disputes in D.C., and to abide by any limitation on damages contained in any agreement we may have with you.

As our organization, membership and benefits change from time to time, this Privacy Statement and Conditions of Use is expected to change as well. We reserve the right to amend the Privacy Statement and Conditions of Use at any time, for any reason, without notice to you, other than the posting of the amended Privacy Statement and Conditions of Use at this Site. We may e-mail periodic reminders of our notices and terms and conditions and will e-mail AFSA members of material changes thereto, but you should check our Site frequently to see the current Privacy Statement and Conditions of Use that is in effect and any changes that may have been made to it. The provisions contained herein supersede all previous notices or statements regarding our privacy practices and the terms and conditions that govern the use of this Site.

### **Questions Regarding the Privacy Statement and Conditions of Use**

If you have any questions about our Privacy Statement and Conditions of Use, or any concern about privacy at AFSA or the use of this Site in general, please contact us by e-mail at [member@afsa.org](mailto:member@afsa.org).