

## **Privacy Policy**

Thank you for visiting the Website of the Georgia Association of Student Financial Aid Administrators (GASFAA). GASFAA uses electronic information to contact its members and other interested parties to provide information on GASFAA events, products, services, and payment processing. This notice explains GASFAA's information practices and how your information is collected and used on GASFAA's Website and elsewhere.

### **Visitor Access**

Visitors (who are not members of GASFAA) can view the GASFAA home page and many other Webpages without disclosing any personal information.

### **Member Access**

Website visitors who have a GASFAA member benefit can access protected content by logging into their member account. Passwords are provided at the request of the member organization to which the individual belongs or at the request of the individual.

### **Administrative Access**

Administrative access is assigned to designated Executive Board Members (as elected or appointed from time to time) to access dashboards, forms, databases, reporting, and financial invoicing and transaction reports.

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

GASFAA collects personally identifiable information submitted electronically by a member organization or member through its website, via email, or in response to organizational surveys or mailings. This information contains directory information which includes email, phone number, and their organization's address. Membership profiles also contain membership type, status, membership number, gender information, birth day and month, the year started in GASFAA, the year started in financial aid administration, title, listserv access, and voting privileges. Members may review all personally identifiable information by logging into their membership profile. Users may opt-out of the directory listing, or reduce information provided, by logging into their membership profile and so indicating as such.

GASFAA contracts with Personify Inc. to implement technical and organizational measures designed to assist in maintaining the security and confidentiality of personal data; safeguarding against anticipated threats to the confidentiality, integrity, and availability of personal data; and protecting your personal data against accidental or unlawful destruction, loss, alteration, and unauthorized access or disclosure.

However, whenever personal data is processed, there is a risk that such data could be lost, misused, modified, hacked, breached, and/or otherwise accessed by an unauthorized third party. No system or online transmission of data is completely secure. In addition to the technical and organizational measures that Personify Inc. has in place to protect your personal data, you should use appropriate security measures to protect your personal data. If you believe that any personal data you provided to us is no longer secure, please notify us immediately at [privacy@personifycorp.com](mailto:privacy@personifycorp.com).

All member addresses both postal and electronic are privileged information and not sold to outside entities.

**Since electronic communications are the primary vehicle for contacting the membership, individuals are urged to always maintain an accurate email address in the Association's database. Members may update their demographic information by accessing their membership profile on the GASFAA webpage.**

GASFAA uses the information provided by individuals when using our online services to complete specific service transactions. For meeting registrations, a list of attendee names and addresses may be made available to meeting attendees, sponsors, and exhibitors; no other information is shared with outside parties except to the extent necessary to complete registration.

### **Expectations of Members**

Although there are many public areas on the GASFAA website, there are sections dedicated exclusively to members. GASFAA members are expected to respect the privacy and security of limited access areas of the website by not sharing their user IDs or password with others. Violations of this policy may need to restriction of website access.

### **Credit Cards**

GASFAA allows members to pay for their membership dues, training fees, and conference registration fees via MemberClicks' online payment platform. Our members' credit card information is not retained on the GASFAA website or GASFAA servers. We will provide individually-identifiable information about our members only if we are compelled to do so by order of a court or subpoena, enforceable warrant, or order of a governmental authority or if it is necessary to process transactions and provide our service, as determined by GASFAA in its sole discretion.

### **Usage Data and Cookies**

As you interact with the GASFAA website Personify will collect personal data about your use of our Sites and the devices and programs from which you access our Sites ("Usage Data") using cookies and similar technologies. Cookies are small computer files sent or accessed from your browser on your computer's, mobile device's, or tablet's hard drive that contain information about your computer, such as user ID, user settings, browsing history, and activities conducted while using websites.

If you do not want Usage Data collected through the use of cookies and similar technologies, there is a simple procedure in most browsers that allows you to automatically decline many of these technologies, or to be given the choice of declining or accepting them. Cookies that are required to enable core site functionality cannot be disabled.

### **Opting Out of Communication**

Promotional messages about products and services offer an unsubscribe option in each message or by logging into their membership profile and putting "N" for listserve or by clicking on "Remove My Email"

at the end of a GASFAA email, will prompt another email to GASFAA. Sending that email will remove the member from future communications.

### **Elections**

GASFAA utilizes electronic balloting for Association elections. Privacy standards are in place to ensure the confidentiality of voters' choices.

### **Surveys**

From time to time, GASFAA surveys the membership for feedback regarding training needs, conference preferences, and other Association activities and projects. The identities of individual respondents are protected to guarantee confidentiality.

### **Links to other Internet Sites**

GASFAA does not have any control over or endorse third party websites that may be linked through its website. GASFAA is not responsible in any way for the security or privacy guidelines of internet sites that may be linked through the GASFAA webpage. Accordingly, GASFAA shall not be liable for any content, advertising, products or other materials on or available from such sites or resources and shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, advertising, products or materials on or available through any such site or resource. You should refer to the individual site's policy statements on security privacy.

### **Contacting GASFAA**

If you have questions regarding GASFAA or this privacy statement, contact the current GASFAA President for additional information.

### **Changes to Privacy Policy**

This Privacy Policy replaces prior privacy policies issued by GASFAA. The GSFC Privacy Policy may be modified when necessary to conform to federal, state, local, and international laws and regulations, and at other times to conform to technological changes, court decisions, and changes in GASFAA policies.

### **Children's Online Privacy Protection Act**

Consistent with the Children's Online Privacy Protection Act (COPPA), GASFAA will not knowingly collect or retain information submitted by children under the age of 13. GASFAA learns that we unknowingly collected personally identifiable information from children under 13 years of age, we will immediately take the reasonable measures to delete the information from our computer systems and other data systems that we own.