

American Staffing Association

Privacy Policy

Effective as of April 2016

The American Staffing Association (referenced herein as “we,” “us,” or “ASA” or with “our”) has developed this policy statement (the “Privacy Policy”) to assist end users (referenced herein as “you” or “user” or with “your”) in understanding ASA’s collection and use of personally identifiable information (“PII”). The following Privacy Policy summarizes the PII gathering and use practices for asacentral.americanstaffing.net, americanstaffing.net, and any other website maintained by ASA (referenced collectively herein as the “Website”).

ASA reserves the right to change this Privacy Policy at any time to address changes to its information collection, disclosure, or use practices or changes in law. If ASA makes changes to this Privacy Policy, ASA will post those changes at this location and provide notice of any material changes so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. Please review this Privacy Policy on a periodic basis.

1. Information We Collect.

- (a) **Technical Information Gathered Automatically:** When you browse our Website, you do so anonymously. Generic information from server logs is used to track the number of hits to the Website and to find out what types of browser software and operating systems visitors use.
- (b) **Personal Information You Provide to Us:** On various pages of the Website, you may have an opportunity to provide information to us about yourself, such as your name, address, telephone number, and email address. You may provide this information when you register with the Website or send a message through the Website. In addition, requests to join our mailing list(s) or receive information or materials from ASA will involve the collection of your email address or postal address.

2. How We Use Your Information.

Parts of the Website are informational in nature and publicly available to all users. Consequently, until you participate in surveys, chats, programs, or events; register; or request information from ASA, you are able to browse the Website without providing any PII, although your browser may tell us what type of computer and operating system you are using as well as other kinds of technical information. Below, ASA sets forth more detail on how ASA uses your PII.

- (a) **Personal and Contact Information:** ASA may use your personal and contact information to operate the Website and, in particular, facilitate the education, community, and networking capabilities of the Website; advertise its services or the goods and services of its members and third parties; create a personalized experience for you; provide you with news and information; and get in touch with you when necessary with respect to transactions conducted through the Website, material changes in the Website’s policies and agreements, and new products, tools, or services ASA may offer. ASA may also share your contact information with ASA’s members, service providers, or business partners, as is necessary to provide ASA’s services and information; for advertising purposes; and to host, operate, or facilitate transactions through the Website, including, without limitation, registration for membership, events, or for internal business purposes. In addition, ASA may supplement the PII collected from you with information from other sources, such as from business partners, in order to enhance ASA’s ability to provide or advertise its services or those of other entities or to otherwise tailor, manage, or operate the Website.

- (b) **Demographic Information:** ASA may share demographic data on an aggregated basis—which will not identify any particular user—with ASA's members, partners, and affiliates, and for advertising or other technical or business purposes.
- (c) **Survey Results:** ASA may share survey results collected through the Website with its business partners, members, and affiliates, and/or the general public, the news media, and with the U.S. government and state governments—not only for business or marketing purposes or as may be required by law, but also to participate in government programs and initiatives.
- (d) **Technical Information:** ASA will use PII to facilitate educational opportunities, participation, or otherwise allow access to or use of certain information, tools, or features, and for improving the Website's performance, usability, and design. ASA may also use technical information to help diagnose problems with ASA's servers, analyze Website usage trends, track user movements on the Website, and to otherwise manage and monitor the Website.
- (e) **Business Transfers:** Your PII may be transferred to another entity (either an affiliated entity or an unrelated third party) in connection with a merger, reorganization, dissolution, or similar corporate event. In the event a transaction of this kind occurs that results in the transfer of PII, ASA will notify you via email and/or place a prominent notice on the Website for 30 days of any such change in ownership or control and the possible changes to this Privacy Policy.
- (f) **Government and Legal Disclosures:** We may disclose PII when legally required to do so in accordance with government requests, regulations, or legal proceedings. ASA may also disclose PII to protect against misuse or unauthorized use of the Website or as is otherwise required to limit legal liability, or to protect or defend the rights, property, or safety of ASA, ASA's users, or others.

3. Children's Privacy. ASA cares about the safety of children on the Website and encourages parents and guardians to monitor their children's use of the Internet. Although the Website is suitable for a general audience, this Website is intended for use only by users who are over 13 years of age. Accordingly, ASA does not knowingly solicit PII from children under the age of 13 and reserves the right to limit participation in particular activities on or through the Website to individuals above a certain age.

4. Cookies & Computer-Related Information. ASA or its contractors may use cookies, web beacons, tags, log-in files, and/or other similar data collection or tracking techniques that are placed in your browser and allow us to recognize you each time you visit this Website to enhance and/or monitor your experience. Cookies and other related techniques are generally pieces of information, which ASA uses for record-keeping purposes and which the Website may transfer to us and/or your computer's web browser for storage on our server(s) or your computer's hard drive. Cookies and other related techniques enable ASA to manage and/or customize your experience on the Website, including available advertisements. Cookies and other related techniques also make web surfing or site review easier by automatically performing certain functions such as saving your personal preferences and by providing targeted content. ASA, however, will not use cookies to record passwords or credit card or other financial information. Many consider the use of cookies and such identifiers to be an industry standard measure. Consequently, your web browser is likely set to accept cookies or allow other identifiers. If you would prefer not to receive cookies or allow identifiers, however, you can alter the configuration of your browser to refuse cookies or surf anonymously. If you choose to have your browser refuse cookies or surf anonymously, you should understand that it is possible that some areas of our Website will not function properly when you view them.

5. **External or Third-Party Sites.** To the extent hyperlinks or gateways (whether through banner advertisements or otherwise) are utilized to access external or third-party sites, you should be aware that these external or third-party sites may collect PII and are not controlled by ASA and, therefore, are not subject to this Privacy Policy. ASA suggests that you check the privacy policies of these sites to determine how the proprietors of these third-party sites will utilize your PII.
6. **Collection of Information by Third-Party Websites.** We sometimes may offer content (e.g., promotions) that is sponsored by or cobranded with an identified third party. In these instances, the third party may obtain information that you voluntarily submit to participate in a site activity. We have no control over the third party's use of this information. The Website will notify you at the time of information collection if a third party will obtain such information.
7. **Your Choices.** We may use the PII we collect from you to provide requested information or materials or to offer you products and services that may be of interest to you. If you would like to opt out of future promotional materials from us, you may indicate this preference by following the unsubscribe instructions at the end of such communications or by contacting us at membership@americanstaffing.net.
8. **Data Security.** We have implemented commercially reasonable technical and organizational security measures to protect PII that you submit to us and that is under our control against accidental loss, unauthorized access, misuse, disclosure, or alteration. Please be aware, however, that no method of data transmission over the Internet, or method of electronic data storage, is 100% secure. Therefore, while we strive to protect your PII, we cannot guarantee the absolute security, integrity, and privacy of any or all information exchanged between you and us through the Website. We make no warranty—express, implied, or otherwise—that we will prevent unauthorized access to or use of your PII.
9. **California Privacy Rights.** California Civil Code Section 1798.83 permits users of the Website who are California residents to request certain information regarding our disclosure of personal information to third parties for such third parties' direct marketing purposes. To make such a request, please write to us at membership@americanstaffing.net.
10. **Governing Law.** This Privacy Policy shall be governed by and construed in accordance with the laws of the District of Columbia. The Website and the servers that host the Website are located in the United States. Any information you provided will be transferred to the United States. By visiting and using the Website and submitting PII thereto, you therefore authorize this transfer of your PII to the United States. If any part of this Privacy Policy is determined to be invalid or unenforceable pursuant to applicable law, then the invalid or unenforceable provision or part will be deemed suspended by a valid, enforceable provision that most closely matches the intent of the original provision or part, and the remainder of this Privacy Policy shall continue in full force and effect.
11. **Contact Us.** For any other information, please contact us at membership@americanstaffing.net.