



American Pediatric
Surgical Nurses Association Inc.
Safety and Excellence in the Surgical Care of Children

POLICY AND PROCEDURE

PAGE: 1 of 3	REPLACES POLICY DATED: N/A
EFFECTIVE DATE: July 25, 2016	APPROVED BY: APSNA BOD 2016-2017
NEXT REVISION: July 2022	
POLICY DESCRIPTION: APSNA.org Online Privacy Policy	
REVIEWED: 10/16	REVISION: 07/19, 12/19

STATEMENT OF POLICY: The American Pediatric Surgical Nurses Association, Inc. ("APSNA"), operator of APSNA.org ("Website"), respects our members' privacy. This Privacy Policy sets forth how we handle information we obtain from members and website visitors when visiting our Website.

Purpose: This Privacy Policy addresses the following:

- The information we collect;
- The third parties that are provided access to member information;
- The choices that are available to members regarding how the information is used and to whom it is disseminated;
- Member rights to access and correct or update personally identifiable information; the APSNA Member Directory and
- Our pledge is to have reasonable security procedures that are in place to protect the loss, misuse or alteration of information under our control.

Related Policies:

- Mailing List Policy
- Website Management and Standards Policy

Procedure:

- A. Information We Collect -- APSNA collects two types of information about website visitors when visiting our site: personal information (including, by way of example only, name, address, telephone number and e-mail address) and non-personal, aggregate information (such as information regarding the pages on our site that someone visits and their IP address).
1. Personally Identifiable Information -- The only personally identifying information that we collect and store about a visitor is the information that the visitor chooses to provide to us. For example, if a visitor sends us an e-mail requesting information about APSNA, or otherwise asking us a question, we may collect their name and e-mail address so that we can respond to their request or question. We also allow Website visitors to register with our site. If registering on our Website, we may request name, address, e-mail address, telephone number, information on professional degree, and other information relating to their professional profile. We may use the information provided to us to send information that we think a member may be interested in, including information about our partners and members.

2. Non-Personally Identifiable Information --We collect and use non-personally identifiable information about visitors in the following ways:
 - a. Cookies - A "cookie" is a small text file that a Website can place on a visitor's computer's hard drive. The cookie transmits this information back to the Website's computer that, generally speaking, is the only computer that can read it. From time to time, APSNA may use cookies to help us recognize visitors when they come back to our site. We may also use cookies to help us track traffic on our site. This information may be aggregated in an anonymous manner. This will help us better tailor our site and provide members with offers that we think may be of interest to them.
 - b. Referrers, IP Addresses and Other Non-Personal Information - APSNA may collect information through "referrers," IP addresses and various environmental variables. A "referrer" is information the web browser passes along to the APSNA web server that references the URL from which it comes. The "IP address" is a number used by computers on the Internet to identify a computer so that data can be transmitted to that computer. "Environmental variables" include, among other things, the time accessed on our Website, the type of web browser and operating system or platform used, and the names of the pages visited while at our Website. We may collect all of this information to allow us to detect broad demographic trends, to provide information tailored to member interests and to enhance the visitor's experience on APSNA's webpages.

3. Conference Pictures or pictures from APSNA related activities.

B. Sharing Your Information With Third Parties

1. Disclosure of Information by APSNA -- By registering to become a member of APSNA, a member expressly consents to APSNA sharing their personal information with third parties including our agents, partners and members. The registrant also consents to APSNA contacting them with information we feel may be of interest to them.
 - a. APSNA does not sell or release member e-mail addresses to a third party without member permission *except* to our agents (e.g., IntrinXec [Association Management Company] Your Membership.com, Wolters Kluwer/Lippincott).
 - b. APSNA may upload the current database with e-mails to a secure File Transfer Protocol (FTP) site for our agents and other partners for the use specified in written agreements. Prior to releasing contact information about any APSNA member for any other purpose, the member must be contacted and agree to provide the information to the person requesting it. To protect members' contact information, any information collected in APSNA's database will be released only in accordance with APSNA's approved Membership Mailing List Policy or with the expressed permission of the member. Exception will be made for Board of Director members who request individual's contact information to conduct APSNA business.
 - c. Members who request in writing that their contact information not be released through APSNA mailing lists will have their wishes honored.
 - d. For conference, all registrants will be asked their preference for release of their contact information, per our membership mailing list policy. Companies (such as corporate sponsors, conference exhibitors, other) with whom we do share registrant information are prohibited from using that information for any purpose other than the limited stated purpose.
 - e. If anyone has any questions about how we use their information, they can e-mail info@apsna.org.
 - f. APSNA provides an online community for its members to network called *APSNAConnect*. It offers this online community for all of its special interest groups. If a member chooses to post information to the forums they may be revealing their personal information to the

membership. If a member does not wish for their personal information to be disclosed to the membership, they should not include any personal information in their postings, or should refrain from using the *APSNAC* Connect Forum, or other APSNA forums. By using the APSNA forums, members acknowledge that APSNA has no control over what third parties may do with that information.

- g. Members also acknowledge and agree that APSNA may disclose their personal information if APSNA reasonably believes it is required to do so by law, to protect itself, or to protect other users.

2. Third Party Links – The APSNA Website may contain links to other sites. WE ARE NOT RESPONSIBLE FOR THE CONTENT OR THE PRIVACY PRACTICES OF SUCH OTHER SITES. We encourage our users to read the privacy statements of each and every Website that they visit. This privacy statement applies solely to information collected when visiting APSNA's Website.

C. Choice

1. Notification of Changes -- If APSNA decides to change our privacy policy, we will notify members and post those changes on our Website so members will always be aware of what information we collect, how we use it and under what circumstances we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify members by way of an e-mail. Members will then have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in effect at the time that the information was collected.

2. Choices Available to the User, Including Access & Accuracy - APSNA provides the following choices regarding the use of visitor information.

- a. Set browser to not accept cookies or receive a warning when a cookie is being placed on a computer. If the visitor chooses not to accept cookies, however, the ability to navigate the Website may be hindered.
- b. A member may access the personal information collected about them, correct any inaccuracies in that information, and ask any questions about our information collection and use practices by sending an e-mail to info@apsna.org
- c. A member may have the option to opt in and opt out of different types of communication tools that may include but not be limited to: general communications, forum, *News You Can Use*, conference registration list, vendor e-mails.

- D. Security - We take every precaution to protect member information from inadvertent disclosure and intrusion by third parties. If a member has questions about the security at our Website, they can e-mail info@apsna.org.

- E. Member Directory – The APSNA Member Directory will be provided upon a member's request as long as rationale for such a request is stated and an administrative fee is submitted. The requested Directory information will include member name and address only.

Any use of the APSNA Membership Directory (its content and member profile information) for third party distribution or any purpose aside from personal references is in violation of the use of the Membership Directory and may be cause for membership termination.

- F. Member Profiles -All members profiles are automatically set to private and can be changed to public by a member if s/he chooses to do so.