



PITTSBURGH HUMAN RESOURCES ASSOCIATION

One Gateway Center | 420 Fort Duquesne Boulevard | Suite 1852 | Pittsburgh | PA | 15222 | 412.261.5537

## **Pittsburgh Human Resources Association (PHRA) Privacy Policy**

The Pittsburgh Human Resources Association (PHRA) will ask for contact information (phone numbers, e-mail addresses, mailing addresses, etc.), unique identifiers (your PHRA membership number), financial information (credit card number), or demographic information (age, address, certifications). Contact information from these forms is used to provide the products, promotional materials, or memberships that are included in your membership benefits. Forms that request financial information do so in order to bill you for products or services ordered. All of this information is accessible by the PHRA staff. Designated individuals may have access to certain information on a limited basis in order to conduct Association business.

### **Collection of information and who has access to it:**

Data collected through PHRA is generally collected and maintained solely by PHRA. More specifically:

**Personally identifiable information.** When you provide personally identifiable information to register for a service or event, buy a product, or take advantage of a promotion, that information is collected and maintained solely by PHRA, unless specifically stated otherwise at the point of collection. PHRA sells mailing lists (names and mailing addresses) of members to selected third-parties. If you wish to opt out of mail list sales at any time during your PHRA membership, you may do so by following the directions in the Opt-Out Policy on the next page.

**Anonymous information.** We disclose to third-party sponsors/advertisers aggregate statistics (i.e., percentage of members in specific industry, attendance lists). Also, we may share aggregate statistics with the media or other third parties. No personally identifiable information is disclosed to these sponsors/advertisers or other third parties as part of this process—only information in an aggregate form.

**No Solicitation Rule.** The PHRA has a no solicitation rule and requires the membership to abide by this rule to protect the privacy rights of its members. For the purposes of the Membership Directory, personal information is available in the searchable member directory available to current PHRA members. The directory is to be used a resource, not for solicitation purposes. The PHRA policy applies to solicitation through e-mail, printed materials, phone calls, or from the podium.

### **How the PHRA use the information it collects:**

PHRA collects information to provide you with the services you request at time of purchase or contact.

If you join PHRA or renew your PHRA membership, we use the personally identifiable information you provide in the membership application to send you PHRA publications, information about member benefits, special offers, and other information that PHRA believes is relevant and useful to its members.



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PHRA may be required by law enforcement or judicial authorities to provide information on individual users to the appropriate governmental authorities. In matters involving a danger to personal or public safety, PHRA may voluntarily provide information to appropriate governmental authorities.

### **How can PHRA members modify their personal information?**

- Login to your Membership Account at [www.PittsburghHRA.org](http://www.PittsburghHRA.org)
- Under “**MY PROFILE**” on the right hand side, click on “**Manage Profile**”
- Under “Information & Settings” category, select “**Edit Bio**”
- This is where you can update the information in your Member Profile

### **What is the Opt-Out policy for PHRA mailing lists or the Member Directory?**

PHRA provides members the opportunity to opt-out of receiving communications from us and our partners. If you no longer wish to receive specific communications or services, please adjust your profile settings:

- Login to your Membership Account at [www.PittsburghHRA.org](http://www.PittsburghHRA.org)
- Under “**MY PROFILE**” on the right hand side, click on “**Manage Profile**”
- Under “Information & Settings” category, select “**Edit Bio**”
- Under “Additional Information”, use the drop down menu to select “Yes”:
  - Opt Out of Email Communications
  - Opt Out of Member Directory
- You are welcome to update this at any time through these steps.

### **What kinds of security procedures are in place to protect against the loss, misuse or alteration of your information?**

PHRA has implemented strict rules for employees who have access either to the databases that store user information or to the servers that host our services. While we cannot guarantee that loss, misuse or alteration to data will not occur, we take many precautions to prevent such unfortunate occurrences. Any other particularly sensitive information, such as your credit card number, collected for a commerce transaction is encrypted prior to transmission.

You are ultimately responsible for the security of your PHRA member ID and password. You may not share your PHRA member ID and password with colleagues or friends so they can access content or features on PHRA Online that are restricted to PHRA members only.

**Questions?** Contact our Member Services Team at **412.261.5537** or **[e-mail us](#)**.