# PRIVACY POLICY

Last updated June 10th, 2020

#### INTRODUCTION

We respect the privacy of our users. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website gcrhba.org, including any other media form, media channel, mobile website, or mobile application related or connected thereto. Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the site.

## **COLLECTION OF YOUR INFORMATION**

The information we collect on the site includes:

- 1. Member account information upon sign up, including:
  - a. Company Information (name, address, contact information, etc.)
  - b. Member Information (name, address, contact information, etc.)
- 2. Contact information and messages sent via contact form

## **USE OF YOUR INFORMATION**

Having accurate information about you permits us to provide you with a smooth, efficient, and customized experience as well as give you exposure on our site.

Specifically, we may use information collected about you via the site to:

If joining as a member through the Join Now form:

- 1. Adding your main contact information to our Membership Directory page
- 2. Contacting you with invoices
- 3. Contacting you to inform you about member events and other special offers

#### DISCLOSURE OF YOUR INFORMATION

We take your privacy seriously. Absolutely no data will be distributed or sold to any third party.

## **SECURITY OF YOUR INFORMATION**

We use administrative, technical, and physical security measures to help protect your personal information. All user data is encrypted and our physical servers are run by reputable, major hosting providers. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse.

### **OPTIONS REGARDING YOUR INFORMATION**

You may at any time review, change, or terminate your membership information by:

- Contacting us using the contact form on the website
- Contacting us using the contact information provided below

Upon your request to terminate your account, we will deactivate your membership and delete your information from our active databases.

## **CONTACT US**

If you have questions or comments about this Privacy Policy, please contact us at:

Greater Cedar Rapids Housing & Building Association

350 Miller Rd #1

Hiawatha, IA 52233

eo@crhba.org