NASSM PRIVACY POLICY

This privacy policy pertains to the North American Society for Sport Management (NASSM)’s practices with respect to “Personally Identifiable Information” (hereafter referred to as PII) of its members that is collected by NASSM through membership acquisition and renewal, and conference registration. PII includes the name, home or business address, e-mail address, telephone and/or fax number, credit card and other payment information, employment information, and demographic information (e.g., gender, race, and ethnicity). Demographic information will be collected on a voluntary basis.

POLICY:

NASSM will collect PII during its normal course of professional business. When using and distributing PII, NASSM will make a good faith effort to protect members’ PII to the reasonable extent.

DEFINITION OF TERMS AND PROCEDURES:

Definition of NASSM Member
A NASSM member is an individual whose membership form and fee have been received by the NASSM Business Office for the year.

Internal Use of PII
The PII is collected primarily for internal use. NASSM will use members’ PII to respond to their requests and inquiries, and to provide them with our services. NASSM will use members’ PII to communicate timely information (e.g., in the form of e-mails and regular mailings) about services and events sponsored by NASSM that NASSM thinks might interest members. NASSM will also use members’ PII in aggregated (non-identifiable) form to understand the demographic profile of the membership.

External Disclosure (Sharing) of PII
NASSM will not sell, license, disclose or otherwise share members’ PII except as explained in this section.

NASSM may disclose/share PII in the following ways:

- NASSM may share PII, specifically the name, credit card number, and expiration date, with a credit card processing company for communication purposes.
- NASSM may share PII, specifically, the name, home or business address, and e-mail address to affiliated organizations, such as Human Kinetics and TeamWork Online for mailing purposes only.
- NASSM may use or disclose PII to assist with law enforcement subpoenas, or as otherwise required by law.
Notification of Changes to this Privacy Policy
If NASSM decides to change this Privacy Policy, NASSM will communicate with the NASSM membership via e-mail so that NASSM members are always aware of what information NASSM collects, how NASSM will use PII, and under what circumstances, if any, NASSM will or must disclose it. Note that NASSM will make a good-faith effort to contact all NASSM members about any changes to this Privacy Policy, but NASSM is to not responsible for failing to contact members if their contact information is inaccurate or out-of-date.

E-Mail
NASSM will make every attempt to protect any PII submitted to NASSM electronically. However, electronic email is not secure against interception. If a NASSM member is concerned about sensitive communications, the member should send correspondence to NASSM by postal mail.

External Web Sites
The NASSM Web Site contains links to other external web sites. NASSM is not responsible for the privacy policies, sites that may contain cookies, or the content of these external links. NASSM is not responsible for PII, passwords or account information that members voluntarily disclose to external web sites.

Public Access
If you access any discussion forums or message boards contained on the NASSM Web Site, members should be aware that any information provided in these forums may become public. NASSM cannot protect the privacy of PII or other content voluntarily provided by members to these public forums. NASSM is not responsible for PII, passwords or account information that members disclose in public forums.

Security
NASSM incorporates reasonable safeguards on its web site and internal databases to protect the security, integrity, and privacy of PII that members voluntarily provide. Only those NASSM officers who have a need to access your PII to do their jobs for NASSM are allowed access to these data. Despite the sophistication of firewalls and other safeguards that NASSM uses, NASSM cannot guarantee the complete security of PII that members voluntarily provide.

Problems or Complaints
If any NASSM members have suggestions for improving this Privacy Policy or have reason to believe that there has been a violation of this Privacy Policy, please contact NASSM President immediately. NASSM Executive Council will investigate and take appropriate action and report back to NASSM members within a reasonable period.

Time Frame for Information Storage
The PII will be kept up to five years since the individual’s membership has expired.