



National Security Forum (NSF) Privacy Statement

12/4/18

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy, we provide this notice explaining our information collection and use practices.

Summary

- The information you provide to the NSF is not shared with any outside parties.
- We collect only the information needed to conduct NSF business.
- We do not collect or store any of your financial information.

The Information We Collect:

This notice applies to all information collected or submitted via the National Security Forum of Northern Nevada website (www.nationalsecurityforum.org) or paper forms.

Memberships and Donations are initiated via the website or on paper form. Forms are printed from the website and membership and any associated donation information is entered on an Excel spreadsheet. The paper form is kept in a permanent file with the Executive Director and archived by year. Paper forms are entered into the Excel spreadsheet and forms filed and archived as stated above.

If the member chooses to join or donate using the online system, the payment is processed via PayPal. The NSF does not collect any debit or credit card information.

If the member pays by check, only the check number is recorded on the membership spreadsheet. No copies of checks are taken or kept.

Information Collected:

- Name
- Address
- Email Address
- Phone Number
- Type of membership; Individual or couple
- Donations; Y or N
- Volunteer: Y or N

How the information is used:

- Email confirmations are sent to the provided email address acknowledging the membership which serves as the members tax receipt.
- Email addresses are entered into the Mail Chimp email marketing system so members will receive our upcoming program notices, program summaries and commentary
- Emails are sent when memberships are about to expire.
- Donations are acknowledged using the mailing address of the donor and a personalized letter is sent
- Volunteer status is used when volunteer help is needed, and the member is contacted via email or phone.

Event Registrations: Individuals register for forum events online utilizing the EventManagerPro software system on our website.

Information Collected

- Name
- Email Address
- Number of people attending
- Names of any quests that the person is bringing
- Comments that the attendee wishes to make about the event registration

How the information is used:

- Guarantee the headcount with venue for seating and breakfast volume
- Aggregate, non-identifiable statistical information on attendance for management use
- Emails are utilized to confirm attendance when duplicate entries are discovered
- Verification of payments made on EventManagerPro to what is recorded in PayPal prior to events
- A printed roster of attendees is used at registration with name, number of attendees and if the reservation was pre-paid. These forms are filed with event accounting sheets.

Onsite event payments are accepted at registration utilizing the SquareOne system with an encrypted chip card reader for credit/debit cards or Apple Pay. The NSF does not capture or store any credit/debit card information. Transactions are available for viewing on the SquareOne system and credit/debit card data is not displayed in its entirety.

Email Subscription: Members receive information from the NSF by subscribing to the Mail Chimp email marking system. Members may subscribe directly via the link on the website or their information may be entered by the Executive Director into the system from a membership form or email request. The member may unsubscribe at any time by selecting the unsubscribe link at the bottom of any email sent via the Mail Chimp system.

Information Collected

- Name
- Email Address

How the information is used:

- Emails are sent to subscribers to announce upcoming events that contain links to register for the event
- Emails are sent to subscribers with program summaries and commentary
- Emails are sent when general announcements to the membership/subscribers are necessary

Data storage:

We utilize the on-line Microsoft Office 365 suite of products and store our Excel spreadsheets, Word documents and PowerPoint slides on the SharePoint cloud-based collaboration system.

Data is backed up on the NSF C: drive of the password protected NSF laptop and additionally to an encrypted and password protected physical media device and stored offline in the Executive Directors Office. A second copy of all NSF files is backed up and stored offsite from the ED's home at the home of the President of the board. This backup is refreshed monthly.

Files are backed up a minimum of monthly at the close of each month and incrementally as needed based on volume of transactions

Paper forms are stored in the Executive Directors office.

Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Questions about your information

You may contact us regarding any questions or concerns about these privacy policies at info@nationalsecurityforum.org or call 775-843-4351.

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