

## The National Association for Regulatory Administration

|                           |                   |                     |               |
|---------------------------|-------------------|---------------------|---------------|
| <b>Date Created:</b>      | December 18, 2015 | <b>Created by:</b>  | NARA          |
| <b>Last Revision:</b>     | April 20, 2021    | <b>Revised by:</b>  | GOV Committee |
| <b>Date Approved:</b>     | May 06, 2021      | <b>Approved by:</b> | NARA BoD      |
| <b>Proposed Revision:</b> |                   | <b>Proposed by:</b> |               |
| <b>Last Reviewed:</b>     | May 28, 2025      | <b>Reviewed By:</b> | GOV Committee |

## Privacy Disclosure Policy

### Policy Statement

The purpose of this policy is to ensure NARA Members and website users ([www.naralicensing.org](http://www.naralicensing.org)) are informed about:

- What personally identifiable information is collected from users through the website, how it is used and with whom it may be shared.
- What choices are available to users regarding the use of this data.
- What security procedures are in place to protect the misuse of user information.
- How NARA Members and website users can correct any inaccuracies in their information.

### Information Collection, Use and Sharing

NARA is the sole owner of the information collected on this site. NARA only has access to information that you voluntarily give us via email or other direct contact.

NARA uses your personal information to provide you with personalized service; to send e-mail alerts to you; to answer your requests; to process your membership application; etc. You may choose to opt out at any time, which will cease all communications from us. NARA may also use your information to track visitors to our website. This lets NARA see which of our features are the most popular so NARA can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example) to outside parties.

Unless you ask us not to, we may contact you via email in the future to tell you about special offers, new products or services, or changes to this privacy policy.

### Your Access to and Control Over Information

You may opt out of any future contacts from us at any time by contacting NARA via the email address or phone number given on our website ([admin@naralicensing.org](mailto:admin@naralicensing.org)). You control:

- What data NARA has about you, if any.
- Changes/corrections to any data NARA has about you.
- The ability to delete any data NARA has about you.

**CONSUMER PROTECTION THROUGH PREVENTION**  
[www.naralicensing.org](http://www.naralicensing.org)

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- Sharing any concern(s) you have about NARA's use of your data.

### Security

NARA takes precautions to protect your information both online and offline.

Wherever NARA collects sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, a closed lock icon at the top of your web browser next to the website address URL or looking for "https" at the beginning of the address of the web page.

While NARA uses encryption to protect sensitive information transmitted online, NARA also protects your information offline. Only NARA employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which NARA stores personally identifiable information are kept in a secure environment.

### Cookies

NARA use "cookies" on this site. A cookie is a piece of data stored on a site visitor's computer or electronic device by your web browser when browsing a website. Cookies help us improve your access to our site and identify repeat visitors. For instance, when NARA uses a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable NARA to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information. Some of our business partners may use cookies on our site (for example, advertisers). However, NARA has no access to or control over these cookies.

### Sharing

NARA shares aggregated demographic information with our partners and advertisers. This is not linked to any personal information that can identify any individual person.

### Links

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This web site contains links to other sites. Please be aware that we NARA is not responsible for the content or privacy practices of other such sites. NARA encourages our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### Surveys & Contests

From time-to-time our site requests information via surveys or contests. Participation is completely voluntary. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes, if applicable. Survey information will be used for purposes of monitoring or improving the use and satisfaction of our users of this site.

### Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page. If you feel that NARA is not abiding by this privacy policy, you should contact us immediately via telephone at 888.674.7052 or via email: [admin@naralicensing.org](mailto:admin@naralicensing.org).