

# **NASW-LA Privacy Policy**

## **What Information does NASW-LA gather/collect and how is it used?**

### **MEMBER INFORMATION:**

We are a membership organization; as a result, we collect member information on our members, including email address, username and certain member preferences. At this time, we do not expressly request a user's proper name, address and other demographic information. However, as we move more member services to the web, we will, by necessity, request and process that information online as a benefit to our members.

Your email address will be used to send you information relating directly to your NASW-LA membership, such as; continuing education information, news about the Chapter and/or events that affect social workers and to recover lost password. Your email address may be used to send you periodic information from NASW-LA, but only upon your express consent/preferences (see NASW-LA communications and Opt-Out sections below for more details).

### **SESSION RECORDS:**

We collect user session connection information as a means to provide additional security to members. Collecting session information allows us the ability to automatically log out a user who may have forgotten to log out after pre-determined time of inactivity. This is especially helpful for members who may be accessing the website from public computer terminals such as public libraries and Internet Cafes.

To maintain our quality of service, we may also gather additional data on connection information, including the timing and size of all packets sent over the Internet during a session. The gathered information is not correlated with personally identifiable data about individuals and is used only to ensure the highest quality experience possible at [www.socialworkers.org](http://www.socialworkers.org).

### **SURVEYS:**

In addition to required member information, we may conduct surveys and ask users to volunteer demographic information to be used on an aggregate basis for internal member research. We use such information to better focus and personalize our service offered to each individual user.

### **TRAFFIC PATTERNS/LOG FILES:**

We also collect aggregate traffic statistics throughout our site to show the number of visitors to our site, the requests we receive from our website, and the ISPs that those requests came from. These statistics are used by internal NASW-LA staff to improve our website and provide better services to members.

## **With whom does NASW-LA share my member information?**

The National Office and the Louisiana Chapter does not release information about a member other than to confirm her/ his status as a member of the Association in response to general public requests. In the context of approved Association business such as identification of members for leadership positions or public affairs or for established business partners such as the NASW Insurance Trust or affinity relations like MBNA, specific identifying information is provided in order to permit contact.

The National Office and the Louisiana Chapter offers for rent, membership labels for one-time use to organizations promoting professional materials or training related to the field of Social Work and to individuals performing research specific to the profession of Social Work. Members have the right to have their name excluded from rental lists by contacting the Louisiana Chapter Office and requesting exclusion. This can be done in writing through e-mail to [admin@naswla.org](mailto:admin@naswla.org).

NASW-LA is not able to control the practices of external websites and organizations that we may provide links to. If you have questions, about how such organizations use the information gathered when you link to their sites please read their privacy policies.

## **How does NASW-LA secure member information?**

NASW-LA and socialworkers.org take reasonable precautions to protect our users' information. When our registration form asks members to enter member information (such as member id, username and password), that information is protected by encryption before being sent to us. Also, the member information you provide is stored in a secure location, and is accessible only by appropriate staff.

If you have any questions about the security at our Web site, you can send an email to [admin@naswla.org](mailto:admin@naswla.org)

## **How can I review, update and correct my member information?**

By calling the NASW-LA Chapter Office at: 1-(800) 899-1984.

## **What communication can I expect from NASW-LA based on collected information?**

### **Special Offers and Updates**

Members will occasionally receive information on member benefits, programs, products and services.

### **Notifications**

Members can opt to subscribe to one of our email notifications, we ask for contact information such as name and email address.

### **Service Announcements**

On rare occasions it is necessary to send out a strictly service related announcement. For instance, if our service is temporarily suspended for maintenance we might send users an email. Also, members may be sent a courtesy email notifying them of an impending membership renewal/expiration date. Generally, members may not opt-out of these communications. However, these communications are not promotional in nature.

## **How can I opt-out of NASW-LA's collection and dissemination of my member information?**

Members may elect to not receiving any emails from NASW-LA. Members that choose not receive an email will have an option to opt-out by using the "Unsubscribe" statement within the email they receive. Every email will have a link at the bottom, giving a member the chance to opt-out of that email list.

This privacy policy is subject to change at the sole discretion of NASW-LA. We will post notices on our website notifying users of our changes.