



## NGMA Privacy Policy

**Effective Date: August 1, 2023**

### Overview

This statement of privacy ("Statement") explains how the National Grants Management Association ("NGMA," "we," or "us") collects, uses and shares your personal data when you use our website ("Website"), mobile apps, purchase our services, interact with us, call us, or otherwise use any other of our services (collectively, "Service(s)"), unless the Service has its own privacy notice or privacy provisions.

Personal data ("Personal Data") means information that directly or indirectly identifies an individual, such as a name, email address, identification number, location data, online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual, and also includes information referred to as "personally identifiable information" or "personal information" under applicable data privacy laws, rules, or regulations.

**Consent.** By visiting the [NGMA.org](https://www.ngma.org) Website using our Services, you acknowledge that you have read, understood and consent to the processes and policies referred to in this Statement. If you do not consent to this Statement, you should not visit our Website or use our Services.

**Changes to this Notice.** NGMA may modify this Statement of Privacy at any time, and any change will be effective immediately upon posting. We will notify you of any changes if and as required by applicable law. Otherwise, please check back frequently to see any updates or changes to this Statement. We strongly encourage you to review this Statement for changes each time you use the Services. We provide at the top of the Statement the date of the latest version under "Effective Date."

**Who We Are.** The National Grants Management Association, NGMA, is located in Virginia, USA, with a registered address at 21010 Southbank St #2055, Sterling, VA 20165. Questions relating to this Statement of Privacy should be directed to [info@ngma.org](mailto:info@ngma.org).

**External Links.** Our Website may contain links to third-party websites, applications, and services not operated by NGMA. These links are provided as a service and do not imply any endorsement by NGMA of the activities or content of these sites, applications, or services nor any association with their operators. NGMA is not responsible for the privacy policies or practices of any third party, including websites or services directly linked to [NGMA.org](https://www.ngma.org). We encourage you to review the privacy policies of any third-party site on which you click.

## What Information Does NGMA Collect?

**Information We Collect Automatically.** NGMA may use cookies that allow us to statistically analyze usage and to improve and customize our content and other offerings. However, *NGMA only uses this data on an aggregate basis without the use of any information that personally identifies you.*

The Website and our third-party service provider use[s] these cookies to count visits, to identify traffic sources and patterns, and to improve the overall performance of our Website.

The Website may include buttons that allow members to watch videos housed on other platforms, including Box.com and YouTube. Use of cookies is governed by their unique privacy policies.

The Website may include buttons that direct users to third-party social networking and other websites. A social media cookie is only placed when these buttons are clicked by the user.

You have the ability to accept or decline cookies and/or delete cookies stored on your computer through your browser settings.

**Information You Directly Provide.** To gain access to resources and personalization features on [NGMA.org](https://www.ngma.org), users may be asked to enter Personal Data on NGMA forms (i.e., registration page, membership applications, certification applications, meeting registrations, publication orders, continuing professional education “CPE” credit forms) including:

- Name, address, phone and other information
- Workplace information
- Demographic information
- Payment information and associated contact information
- Email address
- Username
- Profile information you provide on your profile or when you post in our online Community Forum, including photos, videos, and other files that you choose to upload
- Social media accounts
- Preferences related to meeting attendance
- Information and data provided by interacting in our online Community Forums and directories, including photos, videos, and other files that you choose to upload, discussions, comments
- Information and data provided by completing a survey administered by us or a service provider
- Copies of written correspondence or notes of verbal discussions
- Information provided when you apply for CPE credits
- Information provided when you apply for a certification
- Information provided when you apply to a job on our Job Board
- Information submitted in relation to breaches of the CGMS Code of Ethics
- Information that you provide when you contact us for customer support, technical support or other wise questions about our Website or Services

Additionally, for some e-mails sent in HTML format, NGMA may collect Personal Data through a tracking feature that records user data (including “clicks” and “opens”). NGMA uses this information to enhance its products and distribution of those products to its users. This information is not sold or distributed in any other manner.

In some instances, you may choose to provide us Personal Data about others, such as the name and email address of a contact with whom you want to share information from our Site. Do not give us information about others unless you are authorized or have their permission to do so and have brought this Statement to their attention. We will use their information for the purposes described in this Statement.

**Information We Collect from Other Sources.** We may collect information from other sources, such as organizers of events in which we participate, third-party data suppliers, business partners and social media platforms.

The information we collect includes name, email address, and phone number. Social media platforms, such as Facebook, Twitter and LinkedIn, provide information such as username, user ID, demographic information, and other information, subject to your settings on those platforms and the privacy practices of those platforms.

## **Information Use and Sharing**

We are the sole owners of the information collected on the Website and through the Services.

**Information Use.** We may use Personal Data that you provide directly to us for the following purposes:

- To carry out our obligations arising from your membership, or any other contract entered into between you and us and to provide you with the information, products and membership services that you request from us;
- To organize events that you have purchased or registered for, and to provide you with information, and other materials, relating to the content of the event, the speakers, sponsors and other attendees;
- To provide our e-newsletter and other publications, provided you have given your consent;
- To respond to your questions and provide related membership services;
- To provide you with information about other events, products and services we offer that are similar to those that you have already purchased, provided you have not opted-out of receiving that information;
- To provide you with information about events, products or services we feel may interest you, provided you have given your consent;
- To transfer your information as part of a merger or sale of the business;
- To notify you about changes to this Statement;
- To notify you about changes to our membership service; and
- To ensure that content from the Website is presented most effectively for you and your computer.

From time to time, we may also need to process Personal Data to comply with a legal obligation, if it is necessary to protect the vital interests of you or other individuals, or if it is necessary for a task carried out in the public interest.

**Information Sharing.** We may share your Personal Data with the following:

- **NGMA Personnel.** NGMA's personnel, contractors, and consultants may have access to your information as needed to provide and operate in the normal course of business. This includes information regarding your use and interaction with the Services.
- **Service Providers.** NGMA works with various organizations and individuals to help provide services ("Service Providers"), including:
  - website and data hosting companies;
  - companies providing analytics information, like Google Analytics;
  - companies responsible for processing and delivery of mailings;
  - hotels and event management companies who require Personal Data to fulfill contractual obligations related to NGMA events;
  - companies involved in the execution of NGMA credentialing services and exam proctoring.

We may share your Personal Data with our Service Providers with the purpose of providing the Services. The information we share to our Service Providers may include both information you provide to us and information we collect about you, including Personal Data and information from data collection tools like cookies, web beacons, log files, Unique Identifiers, and location data. NGMA takes reasonable steps to ensure that our Service Providers are obligated to reasonably protect your information on NGMA's behalf. If NGMA becomes aware that a Service Provider is using or disclosing information improperly, we will take commercially reasonable steps to end or correct such improper use or disclosure.

- **Business Transactions.** In the event that NGMA is part of a merger, bankruptcy, acquisition, reorganization or sale of assets, your information, including Personal Data, may be among assets sold or transferred.
- **Third Party Customer Lists.** NGMA generally does not sell, rent, or lease Personal Data to third parties. NGMA may, from time to time, request your permission to release a limited subset of Personal Data to an external partner (e.g., chapter leaders) or event sponsor (the "Partner"). Once released, your Personal Data is the responsibility of the Partner and is governed by their individual privacy policies.

## Your Rights

**Opting Out.** You may opt out of any future contacts from NGMA at any time. (Note: We may still contact you if we need to communicate important information about your account or the Services to which you have registered.) You can do the following at any time by logging into [NGMA.org](https://ngma.org) (under My Profile/Setting) or by contacting us at [info@ngma.org](mailto:info@ngma.org).

You may opt out from the collection of non-essential device data on your web browser by managing your cookies at the browser or device level. You can turn on Global Privacy Control in your web browser or browser extension. We will honor opt out preference signals for each browser where you implement such signals.

**Correction and Removal.** If any of the information that we have about you is incorrect, or you wish to have information (including Personal Data) updated or removed from our records, you may do so by logging into [NGMA.org](https://ngma.org) (under My Profile) or contacting us at [info@ngma.org](mailto:info@ngma.org).

**Do Not Track Signals.** Our Website does not respond to do not track signals.

**Data Privacy Rights Where You Live.** Depending on where you live, you may have certain rights relating to the collection and use of your personal information based upon local data protection laws. These rights include the right to:

- Access the Personal Data that we hold about you;
- Know how we process your Personal Data;
- Correct any inaccuracies in the Personal Data that we hold (Please see above under “Correction and removal.”);
- Delete your Personal Data (Please see above under “Correction and removal.”) Note that this right is subject to certain exceptions. For example, we may need to retain your Personal Data to complete a transaction or other action you have requested. We may have a legal or regulatory obligation or other valid reason to continue to process it. If your deletion request is subject to one of these exceptions, we may deny your deletion request.);
- Restrict the processing of your Personal Data;
- Transfer your Personal Data;
- Obtain a copy of the Personal Data that you provided;
- Object to the processing of your Personal Data;
- Decline decision-making based solely on automated processing that has a legal impact;
- Withdraw your consent at any time, should we process your Personal Data based upon consent (Note: if you exercise this right, you may have to then provide express consent on a case-by-case basis for the use or disclosure of your personal information, if such use or disclosure is necessary to enable you to use some or all of our services); and
- For California residents, California law permits users of the Website or Services who are California residents to, not more than once per calendar year, request certain information regarding our disclosure of personal data to third parties for such third parties’ direct marketing purposes. To make such a request, please contact us at [info@ngma.org](mailto:info@ngma.org).

**Exercising Your Rights.** To exercise your rights, you may contact us at [info@ngma.org](mailto:info@ngma.org). We may need to verify your identity and place of residence before completing your rights request. We will only use personal information provided in a request to verify you and complete your request. We do our best to ensure that we respond to valid requests within one month unless otherwise required by law.

## **Data Retention and Security**

**Data Retention.** We will retain your information for as long as your account is active. NGMA may retain data for the duration of your business relationship with NGMA and for a period thereafter to allow customers to recover account information.

If you wish to cancel your account or request that we no longer use your information to provide you services, contact us at [info@ngma.org](mailto:info@ngma.org). We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We maintain one or more databases to store your Personal Data and may keep such information indefinitely.

**Security.** We take precautions to protect your information. We have implemented commercially reasonable security measures to help protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of Personal Data. For instance, when you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is transmitted to us in a secure way using 128-bit Secure Sockets Layer (SSL) data encryption.

Please understand that no one can give an absolute assurance that information intended to be maintained as private, whether transmitted via the Internet or otherwise, cannot be accessed inappropriately or unlawfully by third parties. It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign off when finished using a computer.

## **Additional Information Regarding Our Practices**

**Children's Personal Data.** We do not knowingly collect any Personal Data directly from children under 16; if you are a child under 16, please do not attempt to register for or otherwise use the Websites or Services or send us any Personal Data. If we discover we have received any Personal Data from a child under 16 in violation of this Statement, we will delete that information as soon as possible. If you believe we have any information from or about anyone under 16, please email [info@ngma.org](mailto:info@ngma.org).

## **Contact Us**

If you have questions about our Statement you can contact us by email at [info@ngma.org](mailto:info@ngma.org).