

# Washington Area State Relations Group Privacy Policy

Last updated: 2/28/2024

## Purpose

This Privacy Policy describes our policies and procedures on the collection, use and disclosure of your information by Washington Area State Relations Group (“WASRG”, “we,” “us,” and “our”) and by use of the WASRG website (“Website”) and tells you about your privacy rights and how the law protects you.

We use your Personal data to provide WASRG-related services. By using our Website, you agree to the collection and use of information in accordance with this Privacy Policy.

Before you use or submit any information through or in connection with the Website, please carefully review this Privacy Policy. By using any part of the Website, you understand that your information will be collected, used, and disclosed as outlined in this Privacy Policy.

If you do not agree to this privacy policy, please do not use the Website.

## Types of Data Collected

### Personal Data

While using our Website, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Organization name
- Phone number
- Address, City, State, Province, ZIP/Postal code

### Usage Data

Usage Data is collected automatically when using the Website.

Usage Data may include information such as your Device’s Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When you access the Website by or through a mobile device, we may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile Internet browser you use, unique device identifiers and other diagnostic data.

We may also collect information that your browser sends whenever you visit our Website or when you access the Website by or through a mobile device.

## Tracking Technologies and Cookies

We may also collect data about your use of the Website through the use of Internet server logs and online tracking technologies, like cookies and/or tracking pixels. A web server log is a file where website activity is stored. A cookie is a small text file that is placed on your computer when you visit a website, that enables us to: (a) recognize your computer; (b) store your preferences and settings; (c) understand the web pages you have visited and the referral sites that have led you to our Website; (d) enhance your user experience by delivering content specific to your inferred interests; (e) perform searches and analytics; and (f) assist with security administrative functions. Tracking pixels (sometimes referred to as web beacons or clear GIFs) are tiny electronic tags with a unique identifier embedded in websites, online ads and/or email, and that are designed to provide usage information like ad impressions or clicks, measure popularity of the Website and associated advertising, and to access user cookies. We may also use tracking technologies in our license buttons and/or icons that you can embed on other sites/services to track the website addresses where they are embedded, gauge user interaction with them, and determine the number of unique viewers of them. If you receive email from us, we may use certain analytics tools to capture data such as whether you open our message, click on any links or banners our email contains, or otherwise interact with what we send. This data allows us to gauge the effectiveness of our communications and marketing campaigns. As we adopt additional technologies, we may also gather additional information through other methods.

WASRG's website is a WildApricot site, and when you visit the Website – as an administrator, member, or visitor – cookies may be placed on your computer by WildApricot or a third party.

Cookies placed on devices by WildApricot's websites (Cookie prefix followed by Description):

- Absf - Stores selected folder in file browser
- ARF - Additional session key
- avms - Indicates that the site was switched from public view to admin view
- bc, bs - Used to display notifications in place of the WildApricot logo
- cs - Used for CSRF (Cross-site request forgery) attack protection
- emergencyURL - Stores the return URL after an unsuccessful attempt to authorize a transaction with WildApricot Payments (AffiniPay)

- epce - System cookie which indicates that external auth request failed and contains ExternalAuthProvider name
- hs - Used to determine if the user is viewing the site in https mode
- lap, apc - Stores the last opened page in admin view. Used when switching between public and admin view
- mdasau - Used by the member directory gadget to store the advanced search parameters for users who are not logged in
- ops - Indicates whether an online payment has been initiated
- pp - Stores the last opened page in public view. Used when switching between admin and public view
- ppa - Stores the previous selected payment system when saving payment settings
- returnUrl - Stores the return URL after successfully authorizing a transaction with WildApricot Payments (AffiniPay)
- ro - Stores role of user (contact/member/admin)
- sellerCode - Stores the association ID. Used when authorizing a transaction with WildApricot Payments (AffiniPay)
- sk - Used to display information about incomplete applications and event registrations, open invoices, etc
- tcc - Test cookie used to determine if cookies are enabled in client browser
- ThemeReloadCookieName - Identifies that theme switching is in progress and determines where to redirect after theme switching is completed
- wa - Main authorization cookie
- wb - Used for wizards (member application, event registration, etc)
- wc - Also used for wizards (member application, event registration, etc)
- wmc - Stores session in widget mode

WildApricot uses Google Analytics, UserVoice, MixPanel, Gainsight, and NewRelic services for internal activity tracking and collecting feedback, so a cookie from these services listed above may also be placed on your device.

Please note that you can change your settings to notify you when a cookie is being set or updated, or to block cookies altogether. Please consult the “Help” section of your browser for more information. Please note that by blocking any or all cookies, you may not have access to certain features or offerings of the Services.

## Use of Your Personal Data

WASRG may use Personal Data for the following purposes:

- **To provide and maintain WASRG-related services**, including to monitor the usage of our Website.

- **To manage your Account:** to manage your registration as a user of the Website. The Personal Data you provide can give you access to different functionalities of the Website that are available to you as a registered user and/or member.
- **For the performance of a membership agreement:** the purchase of a WASRG membership you have purchased with us through the Website.
- **For event registrations:** the purchase of a WASRG event registration through the Website.
- **To contact you:** To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as notifications regarding updates or informative communications related to your account, registrations, invoices, or security updates, when necessary or reasonable.
- **To provide you with updates,** such as news, offers and general information about offerings, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information.
- **To manage your requests:** to attend and manage your requests to us.

**For other purposes:** We may use your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Website, products, services, marketing, and your experience.

We may share your personal information in the following situations:

- **With Service Providers:** We may share your personal information with third parties who perform services on our behalf, including without limitation, website hosting, event management, marketing, customer support, data storage, data analysis and processing, and legal services.
- **With affiliated companies:** We may disclose your information with current or future affiliated companies.
- **With business partners:** We may share your information with our business partners, such as sponsors, to offer you certain products, services or promotions.
- **With event speakers:** We may share your personal information with events speakers for whose events you've registered to attend, upon speaker request.
- **With Your consent:** We may disclose your personal information for any other purpose with your consent.
- **Aggregate/De-identified Information:** We may disclose de-identified and/or aggregated data for any purpose to third parties, including advertisers, promotional partners, and/or others.

## Legal Basis for Processing Personal Data

The laws in some jurisdictions require companies to tell you about the legal ground they rely on to use or disclose information that can be directly linked to or used to identify you. To the extent those laws apply, our legal grounds for processing such information are as follows:

### **To Honor Our Contractual Commitments to You.**

Much of our processing of information is to meet our contractual obligations to provide services to our members.

### **Legitimate Interests.**

In many cases, we handle information on the ground that it furthers our legitimate interests in ways that are not overridden by the interests or fundamental rights and freedoms of the affected individuals, these include:

- Customer service.
- Marketing, advertising, and fundraising.
- Protecting our users, personnel, and property.
- Managing user accounts.
- Organizing and running events and programs.
- Analyzing and improving our business.
- Managing legal issues.

We may also process information for the same legitimate interests of our users and business partners.

### **Legal Compliance.**

We may need to use and disclose information in certain ways to comply with our legal obligations.

### **Consent.**

Where required by law, and in some other cases where legally permissible, we handle information on the basis of consent. Where we handle your information on the basis of consent, you have the right to withdraw your consent; in accordance with applicable law.

## **Retention of Your Personal Data**

WASRG will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

## **Law enforcement**

Under certain circumstances, WASRG may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

## **Other legal requirements**

WASRG may disclose your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of WASRG
- Prevent or investigate possible wrongdoing in connection with the Website
- Protect the personal safety of users of the Website or the public
- Protect against legal liability

## Security of Your Personal Data

The security of Your Personal Data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

## Your Choices and Data Subject Rights

You have various rights with respect to the collection and use of your information through the Website. Those choices are as follows:

### **Email Unsubscribe**

You may unsubscribe from our marketing emails at any time by clicking on the “unsubscribe” link at the bottom of each newsletter or by emailing [information@wasrg.com](mailto:information@wasrg.com) with your request.

### **Account Preferences**

If you have registered for an account with us through our Website, you can update your account information or adjust your email communications preferences by logging into your account and updating your settings.

### **GDPR and EU Data Subject Rights**

Individuals in the European Economic Area (“EEA”) and other jurisdictions have certain legal rights with respect to the collection and use of their information through the Services. These rights include:

- **Right of Access:** You have the right to obtain confirmation of whether we hold certain information about you and to request a copy of that information.
- **Right to Rectify:** You can request the correction or updating of any inaccurate or incomplete personal information we hold about you.
- **Right to Object:** You have the right to object to the processing of your personal data on specific grounds, such as for marketing purposes or where we rely on legitimate interests.
- **Right to Withdraw Consent:** Where we process your information based on your consent, you have the right to withdraw that consent at any time.

- **Right to Complain:** If you believe that your data protection rights have been violated, you have the right to lodge a complaint with the relevant supervisory or legal authority.

To exercise any of these rights or if you have any questions about how we handle your data, please email us at [information@wasrg.com](mailto:information@wasrg.com). We are committed to responding to your requests promptly and within the timeframes required by GDPR. If necessary, this response time may be extended in certain circumstances.

## Links to Other Websites

Our Website may contain links to other websites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise You to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

## Changes to this Privacy Policy

We may update our privacy Policy from time to time. We will update the "last updated" data at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

## Contact Us

If you have any questions about this Privacy Policy, you can contact us:

- By email: [information@wasrg.com](mailto:information@wasrg.com)
- By phone number: 202-743-3513
- By mail: 1201 Wilson Boulevard, 27th Floor c/o WeWork, Arlington, VA 22209