**North Carolina Association of Pharmacists**

**Privacy Policy**

The North Carolina Association of Pharmacists as the operators of ncpharmacists.org, respect your privacy as a user of our website. Please read our policy so you understand what information is collected on the Association’s website, how that information is used, with whom it is shared, and how unauthorized access is prevented. Questions regarding the Privacy Policy should be directed to teressa@ncpharmacists.org.

**Information Collected**

We gather personal data, such as name, address, e-mail address, etc., when voluntarily submitted by an individual (egs., when signing up for a membership, registering for an event, or purchasing a product.) No personal information is gathered on visitors browsing the public side of our website.

**General Use**

Your personal information will not be sold, rented, or leased to any person or third party. Personal information may be shared with a third party, as required by law, for the purpose of completing a transaction, such as payment for membership. To help members connect with each other, select personal information, may be included in our member-only directory. Members have the ability to opt out of the directory. In conjunction with events, personal information for registrants may be shared with other registrants. This is done to help generate connections for our members, and optimize the member-experience and benefits of our events. Data collected will be used to better serve our members; to improve our own web content; to process a user’s request (i.e., event registration, product purchase, subscription service); to respond to visitors’ interests, needs and preferences; and to develop and market new products and services.

**Security**

The information stored in your member profile is protected by the user name and password that you create when joining NCAP. You are encouraged to change your password periodically. Protect your user name and password as you would other sensitive and private information. Once your member profile is set up, your profile is available to you 24-hours daily. Whenever you are finished using the ncpharmacists.org website, you are encouraged to log out by clicking the "logout” button, especially when using shared or publicly accessible computers. All information that you provide on ncpharmacists.org is stored in a cloud-based, vendor secured database, protected against unauthorized access, using redundant enterprise class hardware and 24 x 7 firewall security monitoring. Access to your information by employees of NCAP is permitted only for specific jobs or functions. Credit card and other personal information that you provide on ncpharamcists.com is transmitted using a Secure Socket Layer (SSL) connection using Transport Layer Security encryption. In addition, NCAP updates its security certificate (SSL certificate) as needed to ensure any financial transactions that occur or private information provided is secure.

**Analytical Data**

NCAP uses Google Analytics to analyze trends and track users’ movements throughout our site. Aggregate data, such as the number of hits per page, what pages are visited and how much time is spent on each page, are also collected. Aggregate data are only used for internal and marketing purposes and do not provide any personal, identifying information.

**Use of Cookies**

Cookies are files that contain information created by a web server that can be stored on a user’s hard disk for use either during a particular session or for future use. Members have the option to utilize cookies to remember their login information for members-only sections of the Web site; these are not used to disseminate significant information about users over the Internet or to analyze any information that users have knowingly or unknowingly provided. Users may instruct their Internet browsers to opt out of accepting cookies (generally found in Internet options) and they can also be cleared from time to time, but members will need to login each time they visit the site to enjoy its full benefits.

**User Communications**

When you complete forms on the NCAP website, such as registering for an event, submitting an award nomination, or a general inquiry, we may retain the information submitted, in order to respond to your requests or improve our services. We may also use the e-mail address or other contact information you provide in these forms to communicate with you about our services.

**Links to Third-Party Websites**

The NCAP website contains a variety of links to third-party websites to provide members and the public with up-to-date and valuable information. Regardless of whether the third party is affiliated with NCAP, the Association has no control over, and is not responsible for, the privacy policies or content of any third party’s site. These linked sites are provided for your convenience and therefore you access them at your own risk. However, NCAP seeks to protect the integrity of its website, and the links placed upon it, and will accept any feedback on the site, including the sites it links to, at any time to teressa@ncpharmacists.org.

**Member Communications**

When members complete an online member application, there is a statement in which you can check yes or no to receive faxes or emails sent by or on behalf of NCAP. By checking yes on the application, members allow us to send important NCAP and affiliated communications. In addition, in order to gain valuable access to members-only areas of the website, members are asked to provide certain information when applying for their membership, such as their preferred practice section, so that the Association can set up their member login and give them appropriate access to NCAP-supported groups.