

# Privacy Policy

## NEA Billing Portal Privacy Statement

Last Updated: June 25, 2015

The National Education Association (“NEA”) values the trust and privacy of the visitors and users of Billing Portal (“Billing Portal” or “the site”). This Privacy Policy sets forth NEA’s practices regarding (1) what personal information the site collects about you; (2) how we use that information; (3) under what circumstances we disclose it; (4) what choices are available to you regarding such information collection; and (5) what security we use to protect such information.

### Definitions

As used in this Privacy Policy, the following terms have the meanings indicated below:

1. **“We” and “us”** means NEA.
2. **“You”** means a user or visitor of the site.
3. **“Personal Information”** means any piece of information that on its own can specifically identify you. This would include, but is not limited to, full name, postal address, or email address.
4. **“NEA-Related Organizations”** means NEA Member Benefits Corporation, NEA Member Insurance Trust, NEA Foundation, NEA Health Information Network, and any other entity created by NEA.
5. **“Third Party”** means a legal entity that is separate and independent from NEA, its state and local affiliates, or any NEA-related organization.
6. **“Cookie”** means a small file that is placed on your computer that allows a website to store, and sometimes track, information about how you use that website.

### Information Collected

User provided information: We collect Personal Information that you voluntarily provide to us when you register with the site, such as your name and email address, and through your use of the services of the site, including your contributions to the site.

Automatically collected information:

- As is true of most Web sites, we gather certain information automatically and store it in log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, the content and pages that you access, operating system, the dates and times you visit Billing Portal, and clickstream data.
- Cookies: We use cookies to track what you are viewing when you visit Billing Portal. In order to provide you with customized content and an enhanced user experience, certain cookies may identify you as an individual. If you are concerned with our use of cookies, use your Internet browser settings to reject cookies. Note that some features and services of the Billing Portal may not function properly if your cookies are disabled.

If third parties provide content or advertise on Billing Portal, they may use their own cookies if you click on that third party content or advertisement. Third parties’ use of cookies is subject to their own privacy policies, and is not governed by this Privacy Policy.

### Our Commitment to Children’s Privacy

Protecting young children's privacy is important to us. We do not knowingly collect or maintain personally identifiable information of persons under 13 years old. If we learn that personally identifiable information of persons under age 13 has been collected on the Billing Portal, we will take appropriate steps to delete this information. If you are a parent or guardian and believe that your child under the age of 13 has registered for the site, then you may contact us at [neahqhelp@nea.org](mailto:neahqhelp@nea.org) to request that the child's personal information be deleted.

## **How We Use Information**

The information that NEA collects about you helps us and our state and local affiliates and NEA-Related Organizations to efficiently and effectively serve you and represent our members. We also use this information for the following general purposes: monitor traffic, improve the site, enforce our Statement of Terms of Service, contact you, and conduct research.

## **Information Sharing**

In order to provide you with efficient and effective representation and member benefits, we routinely share the information we collect about you with our state and local affiliates and NEA-Related organizations, as well as third parties that perform services on our behalf. Additionally, we may share any of the information that we collect about you with certain third parties that share our interests or as otherwise permitted by law.

We reserve the right to disclose your Personal Information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process.

## **Available Choices**

Any Personal Information that you provide to us is voluntary. You may update your Personal Information or cancel your account at any time.

We provide you with the opportunity to "opt-out" of having your portions of your profile visible to visitors and other members. You can indicate your preferences in the account settings. You can also choose which groups you would like to join and which emails you wish to receive.

## **Your California Privacy Rights**

California residents have a right under state law to ask entities with whom they have an established business relationship to provide certain information regarding the sharing of personal information for direct marketing purposes during the past year. NEA will honor such a request coming from any current or former NEA member or other person who has provided personal information to us in connection with obtaining an NEA product or service—whether residing in California or not. Simply submit a request to us at one of the following addresses: [neahqhelp@nea.org](mailto:neahqhelp@nea.org) or NEA Office of General Counsel, 1201 16th Street, N.W., Washington DC 20036, and we will respond within thirty days of receiving your request.

## **Information Security**

Information shared through and stored on the Billing Portal is protected using generally accepted industry standards. In storing Personal Information, we maintain administrative, technical, and physical safeguards designed to: (1) insure the security and confidentiality of your Personal Information; (2) protect against any anticipated threats or hazards to the security or integrity of such information; and (3) protect against unauthorized access to or use of such information. No method of information transition or electronic storage is completely secure, however. Therefore, we strive to use commercially acceptable means to protect your Personal Information, but we cannot guarantee its absolute security. For more information on our information security, contact NEA at [neahqhelp@nea.org](mailto:neahqhelp@nea.org) to request a copy of NEA's Information Security Program documents.

## **Amendments and Consent**

We retain the right to amend or otherwise update this Privacy Statement at any time for any reason. By joining or visiting the website, you consent to the collection, use, and sharing of Personal Information and other information as described in this Privacy Statement.

If we amend or update this policy, we will post the changes online at the Billing Portal. You may contact us at [neahqhelp@nea.org](mailto:neahqhelp@nea.org) at any time to request an up-to-date hard copy version of the Privacy Policy.

## **Contact Us**

If you have any questions regarding this Privacy Statement, you can contact NEA at [neahqhelp@nea.org](mailto:neahqhelp@nea.org).