

**AMERICAN ACADEMY OF PROFESSIONAL CODERS  
MONMOUTH OCEAN LOCAL CHAPTER  
PRIVACY POLICY**

### **1. Privacy Philosophy**

The American Academy of Professional Coders (the Academy) values your privacy and recognizes the sensitivity of your personal information. Our employees share the same concerns. Together, we work towards protecting your privacy. We have carefully crafted our Privacy Policy to address any concerns you might have, and to assure you that your personal information, if provided to us, will be treated carefully and appropriately.

### **2. Collection and Use of Information**

From time to time we may ask for your personal, by providing such information, you consent to our collection and use of it, as described in this Privacy Policy.

The information you provide may include information provided when signing up for events, seminars, volunteering, Membership Directory, etc. (Such as your name, address and email address) This information will be used for such events, seminars, volunteering and destroyed after said events, seminars, volunteering, etc. In addition, the Academy may use your contact information to get in touch with you regarding the status of your membership, if applicable, or other matters.

When your personal information is collected at any of the local colleges for coding/billing classes, we recommend that you check the applicable privacy policy of such party before providing personally identifiable information to it, as its privacy policy may differ from the Local Chapter and/or Academy's.

The Local Chapter Site may provide you with email capabilities for your use. In the event you voluntarily disclose personally identifiable information, that information, along with any substantive information disclosed in your communication or post, can be collected, correlated and used by third parties. This may result in unsolicited messages from third parties. Such activities are beyond our control. The Academy does not monitor or review the contents of any email, bulletin board or chat room.

### **3. Security**

We strive to keep your personal information as secure as possible. To that end, we use Secure Socket Layer (SSL) software to encrypt your information as it is transmitted via the Local Chapter website and by destroying any sign up sheets after said events, seminars, volunteering, etc.

The Site may provide you with links to the web sites of third parties. In the event you choose to access such web sites, The Academy is not responsible for any actions or policies of such third parties. We recommend that you check the applicable privacy policy of such party before providing personally identifiable information to it, as its privacy policy may differ from the Academy's.

### **4. Changes in our Privacy Policy**

Any changes to our Privacy Policy will be posted on the Local Chapter website so that you are always aware of our policies. We may also contact you by email with any changes.