Privacy Policy

*Approved by ACP Board of Directors as of 8/28/18*

At the Association of Catholic Publishers (ACP), we take the privacy of your personal data seriously. This Privacy Policy is designed to assist you in understanding how we collect, use, and share personal data you provide to us or relevant third parties in relation to our sites and services. In addition, because sometimes we operate globally, this policy is designed to comply with the European Union data protection regulations.

You have the right to access, change or delete your personal information at any time. More information on how to do this is below.

**What Personal Information Do We Collect?**

ACP collects personal information from you that we need in order to provide you with products, services and programs that you have chosen. Examples include:

* First and last name
* Email address
* Payment details

Our membership database is capable of collecting additional information—demographics, history, work address, other contact information, social media—but completing this information is optional.

ACP collects personal information from you in the following ways.

* *ACP Membership Applications and Updates*: When a new or existing ACP member company is added or updates their staff information, we collect each individual’s first and last name, email address, and requested username. These are the minimum required pieces of information in our membership system. For each company, we collect address and phone information plus any relevant publishing information that you, the corporate member, wants to make available to the general public including information about what you publish, your work hours, and contact information.
* *Registrations*: When registering for a specific program, ACP asks for some of the same information as above plus some additional information, e.g., food allergies, to ensure the safety and comfort of our participants.
* *Email Newsletters*: If you choose to subscribe to any email newsletters that we offer, we will ask for your email address.
* *Online Store Purchases*: When you make a purchase online through the ACP Store, we may ask for the same personal information as above plus any necessary information to deliver the product or service to you, e.g., mailing address, and payment information.
* *Membership-Based Surveys*: When ACP creates and distributes a survey to its members, you may be asked to supply some personal information, e.g., email address, demographics like how many years in your position, to better assess the needs of the ACP members and evaluate the benefits and features available to the membership.

**What Technical Information Do We Collect?**

When you use one of the ACP websites or a mobile app, we collect information that helps us deliver the service or content that you request. This is done through cookies\* and other technologies. Examples of some of this type of information include:

* Browser
* Email provider
* The pages you read on our website and how you got to them
* Device
* IP address
* Internet connection
* Location (in some cases)

\*A cookie is a small text file containing a unique identification number that is transferred from a website to the hard drive of your computer. This unique number identifies your web browser to ACP computers whenever you visit the ACP website.

The use of cookies is an industry standard, and cookies are currently used on most major websites. Most web browsers are initially set up to accept cookies. If you prefer, you can reset your browser to notify you when you have received a cookie. You can also set your browser to refuse to accept cookies altogether.

While you are not required to use cookies at the ACP website, cookies will allow us to identify you as a return visitor when you purchase items at the ACP Store or register for any events or activities.

**How Do We Use Your Personal Information?**

We will only use the information that you have given us in the following situations.

1. Where and when you have provided your consent which can be withdrawn at any time;
2. The processing is necessary for the performance of an agreement (e.g., becoming a member or registering for an event); or
3. We are required by law.

We use the personal information you give us to:

1. To fulfill your orders with us
2. To manage your access to membership information
3. To update and renew your membership as required
4. To provide you with information, products, and services that you request from us
5. To arrange and deliver conferences, events, and programming relevant to your job and subjects of interest to you
6. To respond to your questions or inquiries
7. To send you information about member benefits, member activities, and other information that ACP believes would be useful to you in your work
8. To send you third-party information that ACP believes is relevant and useful to you where you have given your consent
9. To notify you about changes to your membership or related services or to ask you for feedback
10. To enable you to participate in any incentives or complete a survey
11. To comply with all applicable laws or legal processes where required by law enforcement or judicial authorities.

**How Do We Share Your Personal Information?**

We only share your personal contact information with other ACP members or with conference sponsors as part of a contract or agreement with them, e.g., mailing list of conference participants to our highest-level sponsors.

**How Do We Work with Third Parties?**

We work with third-parties when it is necessary to deliver a service or product to you. Some examples include:

1. When you make a purchase, your payment is processed by a specialized third-party provider to ensure a secure transaction.
2. When you log into your membership account, your access is provided by a third-party association management system that manages your access including setting and resetting your password.
3. When we need to send you an email or push notification, these are delivered by marketing platforms. As part of this service, certain information such as message opens, clicks and formatting are recorded to help deliver the best email experience.
4. When you participate in a survey, a third-party provider accepts and holds your response data and may track technical data including IP addresses.
5. When you register for a conference, your registration information is processed by a secure third-party processor.

**How Can You Review and Modify Your Personal Information?**

You have the following options for modifying or causing to be deleted your personal information or demographic information previously provided by you to ACP.

1. Email: info@catholicpublishers.org
2. Signing in to your ACP member account at [www.catholicpublishers.org](http://www.catholicpublishers.org)
3. Send mail to the following address: ACP, 4725 Dorsey Hall Drive, Suite A, PMB709, Ellicott City, MD 21042
4. Call: 410-988-2926

**What Is the Opt-Out Policy for ACP Websites?**

ACP provides its members and customers with the opportunity to opt-out of receiving communication from us at any time. If you no longer wish to receive specific communications or services, you have the following options.

1. Email: info@catholicpublishers.org
2. Signing in to your ACP member account at [www.catholicpublishers.org](http://www.catholicpublishers.org)
3. Send mail to the following address: ACP, 4725 Dorsey Hall Drive, Suite A, PMB709, Ellicott City, MD 21042
4. Call: 410-988-2926

Instructions for opting out of any ACP e-mail you receive are included with each email.

**What Kind of Security Measures Are in Place to Protect Against the Loss, Misuse or Alteration of Your Information?**

ACP websites have security measures in place like firewalls to protect against the loss, misuse or alteration of your personal information under our control. While we cannot guarantee that loss, misuse or alteration to data will not occur, we take responsible precautions to prevent such unfortunate occurrences. Certain particularly sensitive information, such as your credit card number, collected for a commercial transaction is encrypted prior to transmission and never stored.

You as an ACP member are responsible for your ACP login credentials. We recommend that you not share your login credentials and that you log out of your browser after each computer session to ensure that others cannot access your information especially if you share computers or use one in a public place.

Because ACP uses social media like a blog, it is important to remember that anything you post is public. Exercise caution when posting on ACP social media platforms.