

***Policies addressing section IV. A. Responsibility for defining public vs. private areas/information for all NCA websites, and establishing levels of security required to access.***

**Effective date: 12/17/09  
Amended 2/18/10**

### **Limited Access Information Policy**

Where personal information is required for use of the website (i.e., applying for membership, registering for an event, purchasing materials, etc.) or in interacting with the website (i.e., access to member's only sections, etc.) it is our policy that your information is private and confidential. The personal information you provide is stored in a secure location, is accessible only by appropriate staff or appropriate third party vendors, and is used for the purposes for which you provide the information, such as to reply to your request or to send you requested materials.

### **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. We use cookies to facilitate automated activity, store and track passwords, determine appropriate solicitations, and review navigation patterns. Users may instruct their Internet browsers to opt out of accepting a cookie or to prompt you before accepting a cookie. Please note that if the user declines the attachment of any cookie, the user may not have access to the full benefits of the website.

### **Access to Member Services**

In order to obtain access to the member only sections of the website, you must be a current member of the Newfoundland Club of America, Inc. and use your user name and password. You agree that you will be responsible for maintaining the information contained in those areas of the website. You further agree that you will not allow another person or entity to use your account information.

### **Public vs. Private Information**

The following types of information should be maintained on secure pages within the NCA websites:

#### **1. Private Contact Information:**

All personal data will be maintained on secure web pages. As per NCA policy the default display of personal information on any NCA website will be name and email address except where the individual has included additional information by request (i.e., Breeder's List).

## 2. Financial Transactions:

All financial transactions will be maintained in a secure encrypted fashion either within the NCA web system or a commercial merchant payment portal (i.e., PayPal™).

## 3. Value Added Member Benefits:

Member discounts, volume pricing, members-only purchase opportunities, etc. will be hosted in a secure members-only section.

## 4. Information of value only to NCA members:

Board of Directors Nominating information including candidate statements/forums, ballot request, nominating petitions, etc.; audio files of NCA teleconferences, etc.

All educational material should be posted on publicly accessible web pages, articles containing images of a graphic nature (veterinary procedures, rescue stories featuring abuse or neglect, etc) should contain a disclaimer with the introductory link explaining that images of a graphic nature are displayed within the article and viewers should use discretion when viewing.

Amended: 2/18/10: If a committee wishes to post content on password protected pages, the content should be sent to the EPPC with that notation. The EPPC will make a recommendation to the BOD for a final determination.