

## **AAMFT Privacy Policy**

The American Association for Marriage and Family Therapy (AAMFT), is committed to protecting the privacy of the users of the AAMFT websites. This privacy policy discloses the privacy practices for all websites owned or controlled by AAMFT and applies only to websites owned or controlled by AAMFT (hereafter collectively referred to as "Site" or "Sites").

### **Information Collected**

AAMFT collects information from users at several different points on our Site. Personal information collected from users will be disclosed only in accordance with this policy.

#### **Users Browsing Site**

AAMFT does not require users to complete a registration form or submit any personal information (e.g. names, addresses, credit card numbers, social security numbers) in order to browse our Site.

#### **Members and Customers**

If you apply for membership in AAMFT, including certificates or designations, pay membership, certificate, or designation dues online, update your membership account information, or otherwise interact with certain components of this Site, certain personally identifiable information may be requested or obtained from you, such as your name, address, e-mail address, date of birth, and credit card number or other financial information. This information is necessary to process your application and to contact you, and may be used to update your record in AAMFT's database.

If you purchase a product or service from AAMFT, including event registrations, we request certain personally identifiable information from you, such as your name, address, e-mail address, and credit card number or other financial information. This information is used for billing and shipping purposes, and may be used to update your record in AAMFT's database. If we have trouble processing an order, we will use this information to contact you. If you are not a current member of AAMFT, this information may be added to the AAMFT database.

Credit card numbers are not stored by AAMFT.

#### **Log Files**

AAMFT gathers certain information automatically from Site visitors and stores it in log files. This information includes Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and clickstream data. AAMFT uses this information, which does not identify individual users, to analyze trends, administer the Site, analyze Site usage, and gather information.

#### **Cookies**

A cookie is a piece of data that is stored on a user's computer for recordkeeping purposes. We use cookies on this Site. We do not link the information we store in cookies to any personally identifiable information you submit while on our Site.

We use both session ID cookies and persistent cookies. We use session cookies to make it easier for you to navigate our Site. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for an extended period of time. We set a persistent cookie to store your passwords, so you don't have to enter them more than once. You can remove persistent cookies by following directions provided in your Internet browser's "help" file. If you reject cookies, you may still use our Site, but your ability to use some areas of our Site will be limited.

This privacy statement covers the use of cookies by AAMFT only and does not cover the use of cookies on websites not owned or controlled by AAMFT.

### **AAMFT Emails and Electronic Newsletters**

AAMFT, or authorized service providers, may collect information about how recipients use and engage with emails and electronic newsletters sent by AAMFT for the purpose of enhancing services, communications, and products offered by AAMFT. The type of information collected includes whether a recipient clicks through the links provided in the communication and when the recipient opened the communication and clicked through links.

### **Information Sharing**

We respect your privacy. Any personal information you provide to us including and similar to your name, address, telephone number and e-mail address will not be released, sold, or rented to any entities or individuals outside of our organization except as noted below.

We may share personal information provided to us as follows:

#### **To Confirm Membership**

Upon requests from third parties, we may provide confirmation of your membership in AAMFT, including category of membership, dates of membership, and any lapses in membership.

#### **Service Providers**

We may share your personal information with companies (including our affiliates) that perform services on our behalf, for example, companies that help process credit card payments. Our service providers are required by contract to protect the confidentiality of the personal information we share with them and to use it only to provide specific services on our behalf.

#### **Business Transfers**

Your personal information may be transferred to another entity (either an affiliated entity or an unrelated third party) in connection with a merger, reorganization, dissolution or similar corporate event. If such a transfer were ever to occur, the acquiring entity's use of your personal information will still be subject to this policy.

#### **Third Party Promotional Communications**

AAMFT works with a vendor to allow third-party advertisers to promote products or services that may be relevant to marriage and family therapists and the behavioral healthcare field. Email and mailing addresses that you provide to

AAMFT may be made available to AAMFT's approved vendor to facilitate these third-party promotional communications.

### **Government and Legal Disclosures**

We may disclose the personal information we collect through this Site, when we, in good faith, believe disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime, such as fraud or identity theft; to enforce our Terms of Use or other agreements that govern your use of this Site; or to protect the rights, property or safety of our company, our users, or others.

### **Choice/Opt-out**

We provide you with the opportunity to opt-out of having your personally identifiable information used for certain purposes. If you no longer wish to receive promotional communications from AAMFT, you may opt-out of receiving such communications by contacting AAMFT at [central@aamft.org](mailto:central@aamft.org) or at 703-838-9808. If you wish to prevent AAMFT from sharing your email or mailing address through our vendor for the purpose of facilitating promotional messages from third-parties, you may opt-out of receiving such communications by contacting AAMFT at [central@aamft.org](mailto:central@aamft.org) or at 703-838-9808.

Alternatively, you can follow the opt-out instructions in any communications that you receive.

### **Website Security**

The security of your personal information is important to AAMFT. AAMFT takes every precaution to protect a user's personal information. When you submit sensitive information on our website, such as a credit card or social security number, we encrypt that transmitted information using secure socket layer technology (SSL) to protect it from being intercepted by third parties.

We follow generally accepted industry standards to protect the personal information sent to us, both during transmission of the information and once we receive it. However, no method of transmission or method of electronic storage is completely secure. Therefore, while we use accepted industry means to protect your personal information, we cannot guarantee its absolute security.

### **Other AAMFT Sites**

AAMFT operates other websites that are linked to [aamft.org](http://aamft.org). Those websites include, but are not limited to, [therapistlocator.net](http://therapistlocator.net), [FamilyTherapyResources.net](http://FamilyTherapyResources.net), [networks.aamft.org](http://networks.aamft.org), and [community.aamft.org](http://community.aamft.org).

### **Links to Outside Sites**

This Site contains links to other websites that are not owned or controlled by AAMFT. Please be aware that AAMFT is not responsible for the privacy practices of any websites not owned or controlled by AAMFT. We encourage you to read the privacy statements of each and every website that collects personally identifiable information.

Most AAMFT divisions have their own websites. AAMFT does not own or control the division websites, unless otherwise indicated.

### **Third Party Advertisers on Website**

AAMFT accepts paid advertising for our website. Please be aware that AAMFT is not responsible for the privacy practices of any third party advertisers. This privacy policy does not govern the privacy practices of third party advertisers. If you have questions about a particular advertiser's privacy practices, please contact them directly.

### **California Privacy Rights**

California residents wishing to request information about AAMFT's disclosure of personal information to third parties for direct marketing purposes may submit a request by email or mail. Emailed requests shall be sent to [central@aamft.org](mailto:central@aamft.org). Mailed requests shall be sent to AAMFT, 112 South Alfred Street, Alexandria, VA 22314.

### **Children**

AAMFT does not knowingly collect personal data from or direct the Site to children under the age of 13. If AAMFT becomes aware that such information has been provided, AAMFT will delete or destroy the information.

### **Legal Disclaimer**

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

### **Changes to this Privacy Statement**

If we decide to change our privacy policy, we will post these changes to this privacy statement and to other such places that we deem appropriate so that you are aware of the information that we collect, how we use it, and under what circumstances, if any, is the information disclosed. If at some point we decide to use personally identifiable information in a manner materially different from that stated at the time this information was collected, we will notify users by way of e-mail.

AAMFT reserves the right to change this privacy statement at any time. Please review this statement frequently for any changes to our privacy policy.

### **Contact Us**

If you have any questions regarding our privacy policy, please contact us at [central@aamft.org](mailto:central@aamft.org) or at 703-838-9808.