

# **AMTA's Security and Privacy Policy**

## **About your Security and Privacy**

This security and privacy policy ("Privacy Policy") constitutes a part of the Terms and Conditions ("Terms and Conditions") of the AMTA Web Site, which governs your use of this Site. The Terms and Conditions, including this Privacy Policy, may be amended by AMTA at any time by posting the amended Terms and Conditions on this Site. The Terms and Conditions were last amended on March 21, 2012.

In addition to this Privacy Policy, certain AMTA services on or accessible from this Site have Supplemental Terms that will govern your use of such services. These also form a part of the Terms and Conditions and govern your use of such services.

## **Credit Card Transactions**

For your protection, we have taken a number of steps to maximize the security of financial transactions that are accepted on the AMTA Web Site. Credit Card processing is accomplished using secure processing services. Your entry of credit card information is encrypted when transmitted in secure mode. If you are behind a firewall, the Secure Socket Layer (SSL) feature of your browser and the processing of the credit card may be blocked. In this case, or if you feel uncomfortable submitting your credit card information over the Internet, you have the option of telephoning or mailing your credit card information (via secure handler) to the AMTA Treasurer. We strongly advise against sending credit card information via email.

## **Using Encryption**

In certain transactions you are given the option of running in a secure (SSL) mode or unsecure mode. In cases where a firewall is causing a situation that cannot be corrected, the use of the unsecure mode is given. The unsecure mode is used by you at your own risk.

In addition, there are constantly changing restrictions in the use of encryption software and schemes that are used in various countries. The use of appropriate software and encryption options are your responsibility, and AMTA assumes no risk or liability in ensuring your compliance to local law.

REGARDLESS OF THE PRECAUTIONS TAKEN BY YOU OR BY AMTA, "PERFECT SECURITY" DOES NOT EXIST ON THE INTERNET. AMTA CANNOT ENSURE OR WARRANT THE SECURITY OF ANY INFORMATION YOU TRANSMIT TO THIS SITE OR AMTA, AND YOU TRANSMIT SUCH INFORMATION AT YOUR OWN RISK.

# Personal Confidential Information

There are a number of areas in the AMTA Web Site where we ask for and collect personal confidential information (PCI) about you, including personally identifiable information. Where we do, it is in order to serve you better, or is necessary to accomplish the service you are requesting. Examples include membership information (which may include name, address, email, telephone number and educational and professional experience information), security identifiers, shipping information, and product purchase information stored in online shopping carts.

AMTA has established the following procedures and safeguards for the handling of all individuals PCI:

1. Media that contains cardholder data must be physically secure at all times; cardholder data is to never be stored electronically. Other electronic PCI must be stored in password protected files and encrypted when not in use.
2. Media containing PCI data for internal or external distribution must be strictly controlled. Media must be marked confidential and sent by secured courier or other delivery method that can be accurately tracked. Written notification must be given to the AMTA treasurer prior to the distribution of media containing cardholder data. PCI must not be emailed or transferred unencrypted across shared networks.
3. Computers with PCI must be properly protected through judicious account and password management, by applying the latest security patches to the PC operating system, and must be configured with up to date virus protection software.
4. PCI (whether in electronic or other form) must be kept in a physically secure environment. Paper-based PCI must be kept in a locked, physically secure storage when not in use. Laptop computers must physically protected as all times and be configured with a BIOS password to prevent unauthorized hard drive access. Computers must use a password protected screen saver to prevent unauthorized access when unattended.
5. Media containing PCI must be destroyed when it is no longer needed for business or legal reasons. Hardcopy materials containing PCI must be either cross-cut shredded, incinerated, or pulped so that PCI cannot be reconstructed. Electronic data files with PCI must be purged from computers in such a way that it can not be recovered.
6. Removable media, such as CDs, thumb drives, etc. containing PCI must be handled and stored in a secure manner.
7. Any suspected loss of Personal Confidential Information must be reported immediately to the AMTA Board of Directors.
8. Exceptions to the guidelines must be documented and approved by the AMTA Board of Directors.

Membership information is used both in the AMTA mailing lists and in the AMTA Membership Directory.

## **Opt-Out Opportunity**

From time to time, to better serve our members and to supplement member dues, the AMTA mailing list, in part or as a whole, is released to other engineering and carefully selected third party organizations to provide you with information on technical products and services related to your profession, or that we otherwise believe is useful to our members. In addition, the mailing lists may be used in connection with informing you about AMTA services, products, conferences, meetings and events. You may instruct us to not share information about you in the AMTA mailing lists with third parties by indicating this preference on your membership application when you join AMTA, on your renewal form when you renew your membership, or by sending an email to us at [webmaster@amta.org](mailto:webmaster@amta.org) and including your name for identification purposes. Your choice to opt-out of third party mailings is effective until the next annual renewal date and you must select the mailing lists opt-out option on your renewal form to keep the opt-out in effect.

Security identifiers are not disclosed to third parties or affiliated persons or entities. Shipping information (except membership information as noted above) and product purchase information stored in online shopping carts is not disclosed except in connection with the fulfillment and processing of your orders and requests

## **Use of "Cookies"**

Cookies are implemented in various parts of the AMTA Site, such as the Electronic Catalog. In most instances, the use of Cookies is discretionary by you, and declining Cookies will usually result only in loss of certain conveniences such as session continuity and re-authentication during current or future sessions. Various types of Persistent and Per-Session (Transient) Cookies may be used with any one service, and their implementations, behaviors, and effects will vary. It is the policy of AMTA that Cookies do not carry any of your personal information (name, email address, credit card, etc.) or identification/password-type data that allows access to such personal information on AMTA servers. All personal, transaction, and security rights are housed on secure AMTA servers, and follow the policy described in the "Information We Collect From You and How We Use the Information" section above.

## **General AMTA Web Server Security**

All of the personal information collected from you on the Site, including names and addresses are stored behind a "firewall," and defenses have been erected to seek to enhance the protection of your information from outside attack by hackers and curious visitors.

# Personal Protection of Your Access Rights and Authentication

There is a common registration process that allows you to receive the services available through your "AMTA Web Account." The registration involves the use of a unique user name and password.

The user name and password will be used to authenticate you when you enter privileged services that are offered by AMTA. After authentication, the service being requested will be allowed based on your current status in AMTA, or specific electronic services for which you have signed-up.

## Links to Third Parties

This Site contains links to other sites. AMTA is not responsible for the terms or privacy practices of such other sites and you should read their terms and privacy policy carefully before using them.

## Legal Requests

AMTA cooperates with law enforcement inquiries, as well as other third parties, to enforce laws. We can (and you authorize us to) disclose any information about you to law enforcement or other government officials as we, in our sole discretion, believe necessary or appropriate, in connection with an investigation of fraud, intellectual property infringements, or other activity that is illegal or may expose us, service or content providers we work with, or you to possible legal liability.

## Questions

Please email us at [webmaster@amta.org](mailto:webmaster@amta.org) with any questions you have about our Privacy Policy or Terms and Conditions.