

Privacy (6/23/03)

Privacy Policy: ENCORE LEARNING is committed to protecting member privacy and to ensuring the security of personal information collected.

Personal Information: No personally identifiable information (any information by which one can be identified) is required to browse the ENCORE LEARNING website. Questions, comments and suggestions voluntarily submitted to the ENCORE LEARNING through electronic mail or otherwise may be treated as non-confidential and non-proprietary.

ENCORE LEARNING collects information on members for use in meeting the operational needs of the organization and to enable members to participate in the activities of the ENCORE LEARNING. This information includes, but is not limited to name, address, telephone numbers, email address and course registration information. Personal information required for some services, such as information involving email notification of all kinds and requests for assistance will be treated as confidential. Personal information that ENCORE LEARNING currently collects in paper form includes, but is not limited to, name, address, telephone numbers, and email address. Once a member provides personally identifiable information, ENCORE LEARNING will secure the data. The data will be kept for as long as either required by law or is relevant for the purposes for which it was collected.

Both George Mason University and the Arlington Public Schools require ENCORE LEARNING member information in order to provide administrative support. These institutions have policies that require them to maintain secure files.

Restricted Access to Personal Information: ENCORE LEARNING is an all-volunteer organization, including its Board of Directors. It limits access of a member's personal information to those volunteers and any future staff who need to know the information to provide services. Volunteers and staff authorized to access personal information are educated about the importance of member confidentiality and privacy. ENCORE LEARNING maintains physical and procedural safeguards to guard personal information.

Only the ENCORE LEARNING Board of Directors and committee chairpersons who have a need to know hold membership lists. In a future Membership Directory, personal information may be released; all members, however, will be provided an opportunity to specifically request that her/his information not be used in the directory.

ENCORE LEARNING will not sell, rent, or lease or otherwise disclose personally identifiable information to others.

Legal Access to Personal Information: Federal law enforcement officials may under certain circumstances obtain access to ENCORE LEARNING data under the Federal Patriot Act (Public Law 107-56). Federal law prohibits ENCORE LEARNING from informing members if federal law enforcement officials have obtained these records. Other laws may also mandate disclosure.