

# LOS ANGELES CITY EMPLOYEES CHICANO ASSOCIATION

## PRIVACY POLICY

**Effective Date: May 1, 2018**

**Revised Date: June 27, 2018**

This privacy notice discloses the privacy practices for **Los Angeles City Employee Chicano Association**, hereinafter referred as "LACECA", and our website; <http://www.LACECA.org> and explains how we collect, use, disclose, and safeguard your information when you visit our website including any other media form, media channel mobile website, or mobile application related or connected thereto (collectively, the "Site"). Please read this Privacy Policy carefully.

**IF YOU DO NOT AGREE WITH THE TERMS OF THIS PRIVACY POLICY, PLEASE DO NOT ACCESS THE SITE.**

We reserve the right to make changes to this Privacy Policy at any time and for any reason. We will alert you about any changes by updating the "Revised" date of this Privacy Policy. Any changes or modifications will be effective immediately upon posting the updated Privacy Policy on the Site, and you waive the right to receive specific notice of each such change or modification. You are encouraged to periodically review this Privacy Policy to stay informed of the updates. You will be deemed to have been made aware of, will be subject to, and will be deemed to have accepted the changes in any revised Privacy Policy by your continued use of the site after the date such revised Privacy Policy is posted.

### 1. **Personal Information We Collect**

We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g., to answer your questions. Unless you ask us not to, we may contact you via email in the future to tell you about events, new services, or changes to this privacy policy.

We may collect information about you in a variety of ways. The information we may collect on the Site includes:

Name, Email Address, Mailing Address, and Telephone number all for communication purposes.

Employee Number, Department name and Number, as you have authorized on your Membership Application. This information is ONLY used to process your payroll deduction for your payment of membership fees, if that is your choice of payment for membership fees.

#### **A. Personal Data**

Personally identifiable information, such as your name, mailing address, email address, and telephone number, and demographic information, such as your age, gender, ethnicity and interest, that you voluntarily give to us when you register with the Site or when you choose to participate in various activities related to the Site such as online chat and message boards. You are under no obligation to provide us with personal information of any kind, however your refusal to do so may prevent you from using certain features of the site.

#### **B. Employee Information**

This information is needed to process your payroll deduction that you authorized by selecting City or DWP payroll deduction and signing your Membership Application for the payment of your membership fees. Your Membership Application is kept indefinitely in case of audit by the City Controller's Office or the Department of Water and Power Paymaster's Office. We do not share the information needed for payroll deduction with any other 3<sup>rd</sup> party.

#### **C. Derivative Data**

Information our servers automatically collect when you access the Site, such as your IP address, your browser type, your operating system, your access times, and the pages you have viewed directly before and after accessing the Site.

#### **D. Financial Data**

Financial information, such as data related to your payment method (e.g. valid credit card number, card brand, expiration date) that we may collect when you purchase, order, return, exchange, or request information about our services from the Site. We store only very limited, if any, financial information that we collect. Otherwise, all financial information is stored by our payment processor, PayPal, and we encourage you to review their privacy policy and contact them directly for responses to your questions. You can view PayPal's [privacy policy here](#).

### **2. Information We Use**

Having accurate information about you permits us to provide you with a smooth efficient, and customized experience. Specifically, we may use information collected about you via the Site to:

- Create and manage your account.
- Compile anonymous statistical data and analysis for use internally or with third parties.
- Enable user-to-user communications.
- Email you regarding your account or member benefits.
- Generate a personal profile about you to make future visits to the Site more personalized.
- Increase the efficiency and operation of the Site.
- Monitor and analyze usage and trends to improve your experience with the Site.
- Notify you of updates to the Site.
- Offer new member benefits, services, and/or recommendations to you.
- Perform other business activities as needed.
- Process payments and refunds.
- Prevent fraudulent transactions, monitor against theft, and protect against criminal activity.
- Request feedback and contact you about your use of the site.
- Resolve disputes and troubleshoot problems
- Sent you a newsletter.
- Solicit support for the Site.
- Register you as a member of our organization (from Online Membership Application)
- Process your membership dues by processing your payroll deduction with the City Controller's Office or the DWP Paymaster's Office. (from Online Membership Application. We do not share this information with any 3<sup>rd</sup> party, except in case of an audit with the City Controller's Office or the DWP Paymaster's Office or as required by law.

### **3. Information We May Share**

We may share information we have collected about you in certain situations. Your information may be disclosed as follows:

#### **A. By Law or to Protect Rights**

If we believe the release of information about you is necessary to respond to Legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property and safety of others, we may share your information as permitted or required by any applicable law, rule, or regulation. This includes exchanging information with other entities for fraud protection and credit risk reduction.

## **B. Interactions with Other Users**

If you interact with other users of the Site, those users may see your name, profile photo, and descriptions of your activity, including sending invitations to other users, chatting with other users, liking posts, following blogs.

## **C. Other Third Parties**

We may share your information with advertisers for the purpose of conducting general business analysis.

We are not responsible for the actions of third parties with whom you share personal or sensitive data, and we have no authority to manage or control third-party solicitations. If you no longer wish to receive correspondence, emails or other communications from third parties, you are responsible for contacting the third party directly. We use the following third-party plug-ins sites to help with our website:

- a) Automattic, Inc. – includes Akismet plug-in (gets temporary access to blog comments to prevent spam), Jetpack plug-in or WordPress (collects aggregate data about visitors such as browser type, language preference, referring site, date and time of visit, etc; and retain it in log form.) Jetpack also uses your information to manage your email subscription to this website. You can read their [privacy notice here](#).
- b) Wordpress – Wordpress also stores your name and email address each time you post a comment. You can read their [privacy policy here](#).
- c) MailChimp – Uses information solely to manage your subscription to our newsletter and our email list. You can read their [privacy policy here](#).
- d) Google Analytics – Google Analytics is a web analytics tool that this site uses to help understand how visitors engage with this website. It reports website trends using cookies and web beacons without identifying individual visitors. It collects aggregate data about visitors such as browser type, language preference, referring site, date and time of visit, pages visited, and retain it in log form. You can read their [privacy policy here](#).
- e) Ninja Forms – is a WordPress form builder product. This plug-in collects the following information: Name, Mailing Address, employee Number, Email Address, Phone number, and voluntary demographic information. You can read their [privacy policy here](#).
- f) Securi Security – Is a Data Processor – they collect the following information in order for their firewall to protect this site: Name, ip

address, location (City, State, and Country), browser type and date and time visited. You can read their [privacy policy here](#).

- g) Wordfence Security owned by Defiant Inc. – Is a Data Processor – they collect the following information in order for their firewall to protect this site: Name, ip address, location (City, State, and Country), browser type and date and time visited. You can read their [privacy policy here](#).
- h) WP-Members owned by RocketGeek – This information is used to provide our members with a members only portal. Although they collect the following information: Name, Address, Email address, telephone, employee number. This information is obtained through the forms that we place on our website but the plug-in does not store it. This information provided to and stored by LACECA.org is used to keep our membership with LACECA up to date through our “Update Your Membership” page. It also registers you to use the Members Only Portal.
- i) PayPal – We use PayPal as our payment processor to allow our visitors to purchase tickets to our events online. They collect the following information: Name, Address, data related to your payment process (i.e. valid credit card number, debit card number, card expiration dates, etc.) PayPal also uses cookies on their website. You can read their [privacy policy here](#).

## 1. Tracking Technologies

### Website Analytics

We may also partner with selected third-party vendors, such as Google Analytics, to allow tracking technologies and remarketing services on the Site through the use of first party cookies and third-party cookies, to , among other things, analyze and track users’ use of the Site, determine the popularity of certain content and better understand online activity. By accessing the Site, you consent to the collection and use of your information by these third-party vendors, not transfer personal information to these third-party vendors. However, if you do not want any information to be collected and used by tracking technologies, you can visit the third-party vendor or [Network Advertising Initiative Opt-Out](#) tool.

You should be aware that getting a new computer, installing a new browser, upgrading an existing browser, or erasing or otherwise altering your browser’s cookies files may also clear certain opt-out cookies, plug-ins, or settings.

## **2. Third-Party Websites**

The Site may contain links to third-party websites and applications of interest, including advertisements and external services that are not affiliated with us. Once you have used these links to leave the site, any information you provide to these third parties is not covered by this Privacy Policy, and we cannot guarantee the safety and privacy of your information. Before visiting and providing any information to any third-party websites, you should inform yourself of the privacy policies and practices (if any) of the third party responsible for that website, and should take those steps necessary to, in your discretion, protect the privacy of your information. We are not responsible for the content or privacy and security practices and policies of any third parties, including other sites, services or applications that may be linked to or from the Site.

## **3. Security of Your Information**

We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. Any information disclosed online is vulnerable to interception and misuse by unauthorized parties. Therefore, we cannot guarantee complete security if you provide personal information.

## **4. Policy For Children**

We do not knowingly solicit information from or market to children under the age of 13. If you become aware of any data we have collected from children under age 13, please contact us using the contact information provided below.

## **5. Controls For Do-Not-Track Features**

Most web browsers and some mobile operating systems include a Do-Not-Track (“DNT”) feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. No uniform technology standard for recognizing and implementing DNT signals have been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a Standard for online tracking is adopted that we must follow in the future we will inform you about that practice in a revised version of this Privacy Policy.

## **6. Options Regarding Your Information**

### **A. You're Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data

### **B. Registration**

In order to use the "Members Only" portion of our website, a user must first complete the registration form. During registration a user is required to give certain information (such as name, mailing address and email address). This information is used to contact you about the events/products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender, ethnicity or age) about yourself, but it is not required.

### **C. Orders**

We request information from you on our order form currently to purchase event tickets. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

### **D. Emails and Communications**

If you no longer wish to received correspondence, emails, or other communications from us you may opt-out by:

- Noting your preference at the time you register your account with the Site.
- Logging into your account settings and updating your preferences.
- Contacting us using the contact information provided.
- Opt-out of our Newsletter by clicking the opt-out link at the bottom of our newsletter.

If you no longer wish to receive correspondence, emails or other communications from third parties, you are responsible for contacting the third party directly.

## **E. Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g. billing, Membership Chairperson, or customer service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

## **F. Cookies**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance their experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Some of our business partners may use cookies on our site (e.g., advertisers). However, we have no access to or control over these cookies.

## **G. Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **H. Surveys & Contests**

From time-to-time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.



## **I. Notification of Changes**

You will be notified of changes to this privacy policy by looking at the revised date at the top of this documents.

### **CALIFORNIA PRIVACY RIGHTS**

California civil code Section 1798.83, also known as the “Shine the Light” law, permits our users who are California residents to request and obtain from us, once a year and free of charge, information about categories of personal information (if any) we disclosed to third parties for direct marketing purposes and the names and addresses of all third parties with which we shared personal information in the immediately preceding calendar year. If you are a California resident and would like to make such a request, please submit your request in writing to us using the contact information provided below.

If you are under 18 years of age, reside in California, and have a registered account with the Site, you have the right to request removal of unwanted data that you publicly post on the Site. To request removal of such data, please contact us using the contact information provided below, and include the email address associated with your account and a statement that you reside in California. We will make sure that the data is not publicly displayed on the Site, but please be aware that the data may not be completely or comprehensively removed from our systems.

### **CONTACT US**

If you have questions or comments about this Privacy Policy, or if you wish to submit complaints, request to see your information or to have your information deleted, please contact us at:

#### **Los Angeles City Employees Chicano Association (LACECA)**

P.O. Box 862048 Terminal Annex

Los Angeles, CA 90086

Phone: (213)237-0609

Email: [info@LACECA.org](mailto:info@LACECA.org) or [webmaster@laceca.org](mailto:webmaster@laceca.org)