The National Workforce Registry Alliance, Inc. (Alliance) discloses the privacy practices for www.registryalliance.org and its digital newsletter. This privacy notice applies solely to information collected by the Alliance website and used to distribute the newsletter. The policy covers the following elements:

1. What personally identifiable information is collected from you through the Alliance website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

**Information Collection, Use, and Sharing**
The Alliance is the sole owner of the information collected on this site. The Alliance only has access to/collect information that you voluntarily give us via email or other direct contact from you. The Alliance will not sell or rent this information to anyone. For Alliance members the Alliance does occasionally share your contact information with certain early childhood education partner organizations. You may opt out of this sharing at any time by contacting the Alliance at the phone or email addresses below.

The Alliance will use your information to respond to you, regarding the reason you contacted us. The Alliance will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, send you information or membership items.

Unless you ask us not to, the Alliance may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

**Orders**
The Alliance requests information from you on our membership form. To become a member with 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 the Alliance has trouble processing an order, the Alliance will use this information to contact you.

**Links**
The Alliance website contains links to other sites. Please be aware that the Alliance are not responsible for the content or privacy practices of such other sites. The Alliance encourage its users to be aware when they leave its site and to read the privacy statements of any other site that collects personally identifiable information.

**Your 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 the Alliance via the email address or phone number given on the Alliance website to:

- See what data the Alliance have about you, if any.
- Change/correct any data the Alliance have about you.
- Have us delete any data the Alliance have about you.

March 19, 2019
Security
The Alliance take precautions to protect your information. When you submit sensitive information via the Alliance website, your information is protected both online and offline.

Wherever the Alliance collects 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 lock icon in the address bar and looking for "https" at the beginning of the address of the Alliance web page.

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

If you feel that the Alliance is not abiding by this privacy policy, you should contact us immediately via telephone at 605-939-0893 or contact@registryalliance.org.