

Privacy of Members' Personal Information Policy

1. Purpose: To establish MAFCA's policy for safeguarding members' personal information that is provided as a result of membership renewals, purchase of products and/or materials, or any other contact between MAFCA and its' members.
 2. Policy: MAFCA values our members' trust and respects their expectation of complete privacy. As such, MAFCA is committed to maintaining the confidentiality of each members' personal and financial information and to be in conformance with current applicable laws. This policy outlines the privacy policy for members who provide personal information to MAFCA such as during the membership renewal process and purchase of materials and/or products.
 3. Collection of Personal Information: The personal information MAFCA collects is limited to that which is supplied by each member when they renew their annual membership or when they purchase materials and/or products. This information is limited to name, address, telephone number and, in some cases, credit card information when a member renews or purchases materials or products with a credit card. MAFCA does not obtain or solicit any members' personal information from a third party.
 4. Use of Personal Information: MAFCA does not disclose or sell any personal information obtained from any of its members to any other member or third party except as expressly described below:
 - A. Members' names and addresses are released to the editor, printer and mailer of *The Restorer* to facilitate the bi-monthly mailing of this publication to each member.
 - B. Members' names, addresses and phone numbers are released to the editor and printer of MAFCA's Membership Roster which is printed in each even numbered year and sold only to MAFCA's non-commercial members.
- Members' credit card information is never released by MAFCA to anyone. Receipts of all transactions are kept for one (1) year and then destroyed.
5. Maintaining Accurate Information: MAFCA strives to maintain all personal information in an accurate and up-to-date manner. If a member believes that any information is incorrect, they should contact our office promptly so it can be checked and corrected, if necessary. If a member changes their name, address or phone number, they should contact the office promptly so their information can be updated.
 6. Information Security: MAFCA restricts access to members' personal information to those employees or Board members who have a need to access such information to process members' transactions or requests. Physical, electronic and procedural safeguards are maintained for access to this personal information.
 7. Changes to this Policy: The Board of Directors may from time to time add to, delete from or change the terms of this Privacy Policy. If required by law, we will send members a notice of the change.
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