



## Privacy Policy

NAPTBI, LLC, a New York limited liability company (the “**Company**” or “**we**” or “**us**” or “**our**”), is mindful of the importance of personal privacy. This privacy policy applies to our website and the services we offer in connection with our website (together, the “**Site**”). This privacy policy sets forth what information we collect about users of our Site (“**users**” or “**you**” or “**your**”) and explains the choices you have about how your personal information is used and how we protect that information. Please read this privacy policy carefully. By using our Site, you expressly agree to the terms of this privacy policy. If you do not agree with this privacy policy, you are not authorized to use our Site.

### Collection of Information

We collect your Personal Information (defined below) when voluntarily submitted by you. The Personal Information you provide is used only to fulfill your specific request, unless you give us permission to use it in another manner. We will not collect your Personal Information unless you give it to us. “**Personal Information**” means information that we can use to identify or contact you, such as your name, address, telephone number, or email address. You are responsible for ensuring the accuracy of the Personal Information that you submit to us. Inaccurate information will affect your experience when using the Site or our services and our ability to contact you as described in this privacy policy.

We may collect Non-Personal Information (defined below) about your use of the Site through the use of cookies, web beacons and other tracking technologies (collectively “**Cookies**”). We may also acquire Non-Personal Information about our users from external sources. We may allow third parties to use Cookies to gather information about your use of the Site. “**Non-Personal Information**” means information that we cannot use to identify or contact you.

Cookies are useful for gathering information such as browser type and operating system, tracking the number of users of the Site, and understanding how users use the Site. Cookies can also help customize the Site for users. Personal Information cannot be collected with Cookies, but if you previously provided us with Personal Information, Cookies may be tied to such information. We may share Non-Personal Information collected by Cookies with third parties.

### Use of Collected Information

We will not share or disclose your Personal Information and/or Non-Personal Information to anyone except as described in this privacy policy or in the **Terms of Use**, or as required by law.

In order to provide you with the Services (defined in the Terms of Use), we may share your Personal Information with certain authorized third parties (“**Authorized Third Parties**”). Our agreements with any such Authorized Third Parties states that they will not use any Personal Information received from us for any purpose other than performing services on our behalf.

Additionally, Data that you input into the Site, which may include Personal and/or Non-Personal Information, may be accessed by other registered users of the Site. Similarly, you will be able to access data input by other registered users of the site.

Certain laws, including but not limited to the Freedom of Information Act (5 U.S.C. § 552), may require us to share information you have provided to us with government agencies, authorized government contractors, or other third parties.

If you do not want us to use your Personal Information as provided in this privacy policy, you should not use any specific feature, tool, or application of the Site that collects Personal Information, such as forms requesting Personal Information.

We may use Non-Personal Information submitted by you or gathered by Cookies to deliver advertisements to you on and/or off of the Site.

In addition to the above, we may use Non-Personal Information in the aggregate in order to improve the Site and for business and administrative purposes. Non-Personal Information that we collect about you may be combined by us with other information available to us through third parties for research and measurement purposes, including measuring the effectiveness of the Site and other services offered by us. This information from other sources may include demographic, geographic, or other information. We may also use or share any such aggregated data that does not contain Personal Information with third parties for any purpose.

We may transfer Personal Information as an asset in connection with a proposed or actual merger or sale of the Company (including any transfers made as part of an insolvency or bankruptcy proceeding) involving all or part of our business or as part of a corporate reorganization, stock sale or other change in control of the Company.

#### **Emails You Send to Us**

This privacy policy does not apply to information, content, business information, ideas, concepts or inventions that you send to us by email. If you want to keep content or business information, ideas, concepts or inventions private or proprietary, do not send them in an email to us.

#### **Distribution of Information**

We reserve the right to disclose any information in order to comply with a subpoena, court order, administrative or governmental order, or any other requirement of law, or when we, in our sole discretion, believe it is necessary in order to protect our rights or the rights of others, to prevent harm to persons or property, to fight fraud and credit risk reduction.

#### **Commitment to Data Security**

We are committed to protecting the information we receive from you. We follow reasonable technical and management practices to help protect the confidentiality, security, and integrity of data stored on our system. While no computer system is completely secure, we believe the measures we have implemented reduce the likelihood of security problems to a level appropriate to the type of data involved.

We use security measures to protect against loss or misuse of your information (including Personal Information) and to keep it secure. Additionally, only authorized employees and third parties who need access to your information in order to perform their duties are allowed such access.

We will retain your Personal Information as long as needed to provide you with the Services, but we do not guarantee that we will retain your Personal Information for any specific period of time. At any time you can remove your Personal Information or instruct us to remove it, but you should be aware that it is not reasonably possible to remove each and every record of the information you have provided to us from our servers.

Our tools that collect and store Personal Information allow you to correct, update or review information you have submitted by going back to the specific tool, logging-in and making the desired changes.

We will also retain your Personal Information as necessary to comply with legal obligations, resolve disputes and enforce our agreements.

### **Accessing and Updating Your Personal Information and Preferences**

You may access and update your Personal Information and your preferences to receive email or other communications from us by logging in to the Site and/or contacting us using the contact information listed below. If you desire to delete any of your Personal Information you have provided to us from our systems please log in to the Site and/or contact us using the contact information listed below.

### **Children's Privacy and Parental Controls**

We do not solicit any Personal Information from children. If you are not at least 18-years-old, you are not authorized to use the Site. Parents should be aware that there are parental control tools available from other sources on the Internet that you can use to prevent your children from submitting information online without parental permission or from accessing material that is harmful to minors.

### **Privacy Policy Changes**

We may change or revise our privacy policy at any time for any reason, with or without prior notice of such changes or revisions to you. If we decide to change or revise our privacy policy, we will post the changed or revised privacy policy here so that you will always know what information we gather, how we might use that information and whether we may disclose it to anyone. Your continued use of the Site indicates your assent to the privacy policy as posted.

### **Contact Information**

If you have any questions, concerns, or comments about our privacy policy you may contact us using the information below:

Email: [info@napt.org](mailto:info@napt.org)

Phone: 800.989.NAPT (6278)

<http://www.napt.org/leadership/napt-3d.php>