

NASTT Privacy Policy

Respecting Individual Privacy and the Protection of Personal Information

1. Introduction

The North American Society for Trenchless Technology (NASTT) is committed to protect the privacy and confidentiality of the society's membership as well as our customers. The NASTT Privacy Policy strives to comply with the requirements of the United States of America and Canada to protect personal information and electronic documents. As such, NASTT has put in place a Privacy Policy to ensure that the information of our members and customers is kept in strict confidence.

2. Accountability

NASTT is responsible for the personal information under its control. The Board of Directors has appointed NASTT Staff to be accountable for compliance with the Privacy Policy.

3. Personal Information

Personal information is defined as the information that relates directly to the individual that identifies them as a member or customer of NASTT. This means any information, recorded or not, that can be used to identify an individual. This information allows NASTT to provide services and benefits or deliver our products directly to the individual. NASTT will only collect information needed to conduct business with an individual. Accurate records protect both the individual and NASTT from error or fraud.

Personal information is gathered in order that NASTT can:

- a) Provide services directly related to benefits and services of membership;
- b) Provide services directly related to the purchase of an NASTT product;
- c) Determine the admissibility for NASTT products, services, and benefits;
- d) Engage an individual for NASTT membership renewal(s); or
- e) Inform the individual about NASTT products, services, and benefits as well as trenchless industry news items that we believe may be of interest to the member.

Any NASTT member may and can choose not to provide NASTT with some or all of their personal information. However, this choice may not enable NASTT to provide the member with the product, service, benefit, or information that was requested or that can be offered.

4. Consent

By engaging NASTT for the purchase of membership or of a product, the individual shall knowledge and grant consent to NASTT to collect and use the submitted personal information. NASTT shall collect and use personal information only for purposes clearly related to services and benefits of a member or a customer. For example, when an individual becomes a member of a NASTT, the name, email address or physical address will be used only for NASTT products, services, and benefits notices or for membership renewal purposes. Notwithstanding, the individual may choose not to receive NASTT communications and may request to be removed from all NASTT direct contact lists. NASTT shall inform the individual of the implication of removal.

5. Third-Party Disclosure

The names, physical addresses, email addresses and telephone numbers of our members and customers may be transmitted to a trusted third-party service of NASTT in order to inform the individual of products, services and benefits that NASTT offers. NASTT requires our agents and partners have a policy in place that complies with the requirements of the United States of America and Canada to protect personal information and electronic documents. Except as required by law, NASTT shall not sell, rent or disclose any personal information to any other organization and NASTT will not transmit personal information to third parties. NASTT may, however, disclose information to third parties in the following cases:

- a) to the NASTT legal counsel, if required by dispute;
- b) to a police force or law authority, if required by law;
- c) to an individual authorized by law;
- d) to a government agency which can legally oblige us to do so;
- e) in emergency situations in which the life, health or safety of a customer is in jeopardy;
- f) to third party agent of NASTT that have agreed that they will only use personal data for the agreed upon purpose, and will not sell your personal information to third parties, and will not disclose it to third parties except as may be required by law; or
- g) to an agent retained by NASTT in connection with the collection of your account.

6. Limiting Collection and Use

NASTT shall only collect the information required in order to deliver products, services, and benefits to the individual. NASTT shall not use or disclose personal information for any purposes other than those for which it was collected, except with the consent of the individual or as required by law.

7. Retention

Personal information shall be retained only as long as necessary for the fulfillment of the purposes of engagement. NASTT does not keep personal information if it is no longer needed for the purposes required or as required by law. NASTT shall destroy, delete or safely dispose of personal information when it is no longer required for the purposes set out in this policy.

8. NASTT Employees' Responsibilities

Each NASTT employee shall be responsible for maintaining the confidentiality of all personal information to which they have access. NASTT shall keep all employees and contracted employees informed of our policies and procedures for protecting personal information.

9. Member and Customer Access

Upon request in writing, you will be informed of the existence, use, and disclosure of your personal information and you will be given access to that information. We will assist any customer who informs us that they need assistance in preparing a request concerning personal information. You may challenge the accuracy and completeness of the information and have it amended as appropriate. Administrative charges may apply.

If an individual wishes to review or verify the personal information held by NASTT or our agents, they may contact us at the following:

NASTT
14500 Lorain Avenue #110063
Cleveland, Ohio 44111
Office: 216-570-8711
Email: info@nastt.org

Accordingly, NASTT shall reply to a request for access to a file within thirty (30) days, except under the circumstances prohibited by law.

An individual may ask to delete or correct any information held by NASTT. The request for correction must be made by writing to us, either by mail or by email. NASTT will reply within thirty (30) days.

10. Challenging Compliance

An individual may address any concern regarding the NASTT compliance with this Privacy Policy to the NASTT Executive Director or to the NASTT Board of Directors. NASTT reserves the right to modify or amend this policy at any time and without notice.

NASTT Board of Directors approval date: 21 July 2015 per Motion #2015-19