

ARMA Privacy Policy

Asphalt Roofing Manufacturers Association (ARMA) Privacy Policy

Effective July 2018

In an effort to maintain efficient service while respecting the privacy of those who visit the **Asphalt Roofing Manufacturers Association's** (ARMA) Web site (Site) and correspond electronically with ARMA, ARMA has created and posted the following Privacy Policy (Policy). This Policy governs all forms of personal data collected by ARMA, whether electronic, written or oral. This Policy is incorporated into and is a part of the [Terms and Conditions of Use](#) of our Site.

ARMA is committed to keeping your e-mail address confidential. We do not sell, rent or lease to third parties the email addresses of members, Annual Meeting attendees or anyone else with whom we conduct business.

Information Collection and Use

ARMA will collect personally identifiable information that you provide to us, including, but not limited to, your name, employer's name, address(es), telephone and fax number, e-mail address, and credit card information. ARMA may use and store such information in order to notify you of official ARMA business; provide a product or service you requested; secure your membership status; complete your online donation; analyze, evaluate, and improve member and prospective member needs and interests; alert you of ARMA news, activities, courses and programs, services and benefits; and for other legitimate and lawful business purposes. Personally identifiable information may be given to a third party in order to complete a specific business transaction on behalf of ARMA. Contact information from inquiries received by ARMA may be shared with ARMA members to provide a service, satisfy a question, or develop a prospective business relationship.

Registration and Order Forms

In order to enroll or register in a program; attend ARMA events, meetings, or conferences; or request products or services; you may be required to fill out a registration or order form and provide personally identifiable information which we will use to process your registration or order. In certain circumstances, a program accessed through the Site may be jointly sponsored or co-sponsored with other organizations and registration may or may not be handled by ARMA. In such event, this Policy will not apply – instead, such third-party's privacy policy will be controlling. Please note that ARMA is not responsible for the privacy policies of these other organizations (or their use of your personally identifiable or other information) and hereby disclaims any liability or responsibility in connection therewith. In addition, your name and information may appear on registration or attendee lists distributed at ARMA events, meetings and conferences to other attendees and third parties. Please note that ARMA provides Annual Meeting sponsors and exhibitors with attendee names and postal addresses, not email addresses. Attendees are granted access to a list of the names and institutions (including countries) of other registered attendees.

How We Share Information

ARMA may provide personal information to third party agents that have been hired to help provide a requested good or service. Unless directed otherwise at the time of collection, we may also share collected personal information with third parties who may have information or services that we believe

could be helpful to members or visitors. Visitors may opt-out from the sharing of collected information by contacting us.

We may disclose personally identifiable information to the proper authorities if we become subject to a subpoena or court order, or if we are otherwise legally required to disclose such information. We also may use and disclose information about you to establish or exercise our legal rights, to enforce the [Terms and Conditions of Use](#), to assert and defend against legal claims, or if we believe such disclosure is necessary to investigate, prevent, or take other action regarding actual or suspected illegal or fraudulent activities or potential threats to the physical safety or well-being of any person. If all or part of ARMA is merged or otherwise transferred to another entity, we may transfer the personally identifiable information you provided to us to such entity as part of that transaction.

Use of Cookies and Log Files

Cookies are pieces of stored information used to provide smoother navigation throughout the Site, such as a saved password; to identify user trends, such as page views; and for other internal purposes, such as assessing the effectiveness of the Site. You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the Site may not function properly.

Third-Party Links

Occasionally ARMA may include or offer links to third-party products or services on our website. These third-party sites have separate and independent privacy policies. Please note that ARMA is not responsible for the privacy policies of those other sites and hereby disclaims any liability or responsibility in connection with such linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these linked sites. Links to other sites do not imply ARMA's endorsement of the products or services, or the privacy or security practices, of those websites.

Security

We are committed to taking reasonable efforts to secure the information that you choose to provide us, and we use a variety of security procedures to help protect against unauthorized access to or alteration, disclosure, or destruction of personally identifiable information. We restrict access to personally identifiable information to our employees, contractors and service providers who need to know the information to operate, develop, or improve our services. Online registration and information such as credit card numbers will be secured using a commercially accepted method of encryption.

However, while we employ reasonable security measures to protect your personal information, please be aware that no method of electronic transmission is completely infallible, and we cannot guarantee its absolute safety. If you become aware of any breach of Site security, please contact us immediately.

We retain your personally identifiable information for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes and enforce our agreements.

Rights of European Residents

Under certain circumstances, you have rights under data protection laws in relation to your Personal Data.

You have the right to:

Request access to your Personal Data. This enables you to receive a copy of your Personal Data and to verify that we are lawfully processing it.

Request correction of your Personal Data. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your Personal Data. You may have the right to request that Personal Data we hold about you is deleted.

Object to processing of your Personal Data. You may have the right to prevent or restrict processing of your Personal Data.

Request restriction of processing of your Personal Data. This enables you to ask us to suspend the processing of your Personal Data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your Personal Data. Where technically feasible, we will provide to you, or a third party you have chosen, your Personal Data in a structured, commonly used, machine-readable format.

Withdraw your consent. However, if you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

Updating Personal Information and Participation

You may contact ARMA as set forth below to update your personally identifiable information, opt-in to, or opt-out of any service at any time. We will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

Privacy Policy Updates

Should any changes be made to this Policy, we will post them on this page with appropriate explanation.

Acceptance of our Privacy Policy Terms

Using the ARMA website indicates your acceptance of our Policy. Your continued visits to the ARMA website after changes are posted to this Policy will signify your acceptance of those changes.

Terms and Conditions

Please visit our [Terms and Conditions section](#), which outlines the use, disclaimers, and limitations of liability governing the use of our website.

Contact information

If there are any questions regarding this Policy, you may contact us using the information below.

<https://www.asphaltroofing.org>

Asphalt Roofing Manufacturers Association

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