

# **Mecklenburg County Bar Privacy Policy**

Approved by the MCB Board of Directors October 24, 2019

## **I. Introduction**

This Privacy Policy describes how the Mecklenburg County Bar (“MCB”) and Mecklenburg Bar Foundation (“MBF”) (collectively "we," "our," or "us") collects, uses, and shares information about you and applies to your use of any online service location that posts a link to this Privacy Policy and all features, content, and other services that we own, control and make available through such online service (collectively, the "Service"). We are committed to protecting the privacy of the personal information of users of our Service. This Privacy Policy includes a description of (1) what data we collect from you or about you, (2) how we use your data, (3) how we share your data, (4) your control over your data, and (5) how we secure your data.

## **II. Changes to the Privacy Policy**

We reserve the right to revise and reissue this Privacy Policy at any time. Any changes will be effective immediately upon posting of the revised Privacy Policy. Your continued use of our Service indicates your consent to the Privacy Policy then posted. The date of the last revision to the Privacy Policy will be indicated by the “Effective Date” at the bottom of this page.

## **III. Types of Data We Collect**

### **A. Personal Data**

We collect Personal Information you provide directly via the Service. "Personal Information" is information that identifies you personally (whether alone or in combination), such as your first and last name, e-mail address, phone number, and postal address. We collect this information for a variety of business purposes, including but not limited to, applying for membership, registering for an event or program, purchasing our products or services, donating to a foundation fund, or otherwise interacting with us.

Types of Personal Data we collect include, but are not limited to:

- (1) Active Data Collection – Data you provide to us

We may collect data you provide or the North Carolina State Bar provides to us including identifying information about your account such as its date of creation. This data may include information such as:

- General data (e.g., names, dates of birth, home and business addresses, email addresses, Internet protocol addresses, and mobile/landline business/personal telephone numbers)

- Professional data (e.g., bar pass date and state(s), bar ID(s), law school, workplaces (current and past), addresses of workplaces, job title)
- Other identification information (e.g., username, photographs)
- The last four digits of your social security number, as/when required by the Sheriff's Office for the purpose of creating your courthouse access card
- Financial information (e.g., credit and debit card numbers) for member fees, CLE sales, or other products
- Sensitive Personal Data (e.g., racial or ethnic origin, sexual orientation and disability data) for diversity or accessibility purposes
- Your industry and business (e.g., company size and location and job functions)

(2) **Passive Data Collection – Data collected from your use of the Service**

We may collect information that does not directly identify you as you interact with our website or Service. The types of passive data we collect includes, but is not limited to:

- Site usage (e.g., browsing history, search terms, login history (dates, times, frequency), type of device, and IP location)
- Products or services viewed, including advertisements for such products and services

(3) **Third Party Data Collection – Data about you provided by others**

We may collect data about you from the North Carolina State Bar. Additionally, we may collect data about you from other third parties for our use in marketing to members.

#### **IV. How We Use Your Data**

In addition to the uses described above, we use your Personal Data in a variety of ways including, but not limited to the below, in order to:

##### **A. Personal Data**

- Identify you when you visit our website
- Help others find your profile on the website
- Provide service communications such as bill reminders, order confirmations, program registrations, and customer service messages
- Provide products, information, and services you request or that we think you may be interested in
- Respond to your emails or online requests for products, services, or information
- Deliver and process surveys
- Personalize and improve the usability of the website
- Fulfill and/or deliver our products and services
- Tailor content, advertising, and marketing to you

- Publish membership directories, membership lists and registration lists on the website and in print and digital media to allow lawyers and the public to find you; such directories and lists will not include credit card information or personal identification numbers
- To monitor for fraud and to secure the Services.

## **V. How We Share Your Data**

The following are categories of your data that we may share:

**A. Users of the Services** – Aspects of your profile will be shown to other members/users of the Services to facilitate the operation of the Services. Aspects of your use of the Services, such as your name, address, phone number, and email address may be shared with individuals using the Lawyer Referral Service, if you are a participating member.

**B. Legal** – We may make disclosures necessary to comply with the law or when we reasonably believe such a disclosure is necessary.

### **C. Public Disclosure**

We collect information about you from the North Carolina State Bar. Government records in North Carolina generally are public in nature. The public policy of the State of North Carolina as established by the General Assembly is to "provide that, as a general rule, the public would have liberal access to public records."

The North Carolina Public Records Law states that public records "shall mean all documents papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina or its subdivisions."

## **VI. Your Access to and Control over Your Data**

You can access and correct the data you provided to sign up for an account through the Services at any time, including but not limited to: phone number, email, first name, last name, username, password, name of workplace, job title, workplace address, workplace city, workplace state, workplace ZIP code. Your status must change with the North Carolina State Bar in order for us to deactivate your account. See <https://www.ncbar.gov/member-login/> or contact [general@ncbar.gov](mailto:general@ncbar.gov).

## **VII. How We Secure Your Data**

MCB employs industry standard physical, technical, and administrative information security safeguards designed to ensure the confidentiality, integrity, and availability of your

information. These safeguards protect against unauthorized access to information by hackers or other third parties who obtain access through illegal means.

Certain areas of the website require the use of a user ID, email address, or password as an additional security measure that helps protect your Personal Data.

Unfortunately, no data transmission over the Internet or electronic storage is fully secure. Accordingly, and despite our reasonable efforts to protect your Personal Data from unauthorized access, use, or disclosure, we cannot guarantee or warrant the security of the Personal Data you transmit to us, or to or from our website.

### **VIII. Linking to Other Internet Sites**

You should be aware that other Internet sites that are linked from our website or from any MCB or MBF email message may contain privacy provisions that differ from the provisions of the Privacy Policy. To ensure your privacy is protected, we recommend that you review the privacy statements of these other linked sites, applications, or other digital platforms.

<https://www.authorize.net/about-us/privacy/>

<https://www.flagshipcredit.com/policies/privacy-policy>

<https://policies.google.com/privacy>

### **IX. Additional Important Information**

**A. Use of Cookies** – Regular cookies may generally be disabled or removed by tools available as part of most commercial browsers, and in some instances blocked in the future by selecting certain settings. Browsers offer different functionalities and options so you may need to set them separately. Please be aware that if you disable or remove Tracking Technologies some parts of the Service may not work and that when you revisit the Service your ability to limit browser-based Tracking Technologies is subject to your browser settings and limitations.

**B. No Collection from Age 13 and Under** – We do not knowingly collect, use or disclose Personal Data from anyone under 13 years of age. If we become aware that we have unknowingly collected Personal Data from a child under the age of 13, we will make reasonable efforts to delete such information from our records.

### **X. Contact Information**

If you have any questions about this Privacy Policy, you may contact us at (704) 375-8624.