

# Privacy Notice

## **Our commitment to privacy:**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on every page of our website.

## **The information we collect:**

This notice applies to all information collected or submitted on the APSATS website or via phone with an APSATS representative. The types of information collected are personal, billing and services related. We might also collect information from you regarding third parties in relation to you such as prior service providers or pertinent issues. This information is retained for as long as you are affiliated with APSATS as a certified provider, and up until one year after termination. For non-service providers, email messages and other identifying information is deleted annually or by request.

## **The way we use information:**

We use the information you provide about yourself to provide services. We do not share this information with outside parties except to the extent necessary to complete your request for our services. APSATS reserves the right to reveal this information pursuant to a valid subpoena or court order.

We use return email addresses to answer the email we receive for services & email updates. Such addresses are not used for any other purpose and are not shared with outside parties.

Finally, we never use or share the personally identifiable information provided to us online, via phone, or in person, in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

## **Our commitment to data security:**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online and offline. This includes using https security for our website and encryption of all emails sent from our site.

All online credit card transactions are performed only on secure servers through a secure SSL connection and comply with the latest standards in the industry. All billing information, including credit card information, is deleted upon termination of services or by request of the client.

## **Our commitment to children's privacy:**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

**Third-party websites:**

This website may provide links to third-party websites. Any such links are provided solely as a convenience to you. APSATS has no control over these websites or their content and does not assume any responsibility or liability for these websites. APSATS does not endorse or make any representations about these websites, or any information, materials, or products found thereon. If you access any of the third-party websites linked on this website, you do so at your own risk.

**How you can access, correct, or request removal of your information:**

At any time, you may later review, update or request removal of the personal information we have collected online from you by contacting us at: [info@apsats.org](mailto:info@apsats.org).

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

**How to contact us:**

Should you have other questions or concerns about these privacy policies, please send us an email at [info@apsats.org](mailto:info@apsats.org).

**Data Protection Officer:**

Jo Vanatta  
Ph: 01.513.847.2342  
E. [jo@apsats.org](mailto:jo@apsats.org)