

505 Capitol Court, NE, Suite 300 • Washington, DC 20002-7706 P:: 202.408.8362 • F:: 202.408.8287 • E:: narp@NARPrail.org

**PRIVACY POLICY** Effective September 2015

#### Who We Are

This is the Internet Privacy Policy for the National Association of Railroad Passengers ("NARP"). NARP is the largest national membership advocacy organization for train and rail transit passengers. We have worked since 1967 to expand the quality and quantity of passenger rail in the United States. Our work is supported by around 28,000 indivicual members. Our mission is to work for a modern, customerfocused national passenger train network that provides a travel choice Americans want. Please reference our letterhead for contact information via post, telephone, and email.

NARP values individual privacy and we want to give our website visitors the opportunity to know what information we collect about them and how they can limit the use of personally-identifiable information beyond the purposes for which they first provided it. At all times, however, NARP reserves the right to disclose information where required by law or to comply with valid legal process (such as a search warrant, subpoena or court order), to protect NARP's rights or property, including without limitation in the event of a transfer of control of NARP or substantially all of its assets, or during emergencies when safety is at risk.

Whenever we change our policy, we will give reasonable notice by posting a notice on our home page. Since these policy change notices last only for a limited time, however, you should check this Privacy Policy regularly to see if there have been any changes. To view our Privacy Policy at any time go to narprail.org/privacy.

## Data We Collect and How We Use It

#### **Personally Identifiable Information**

We collect your email address if you communicate with us by email, as well as a mailing address, other information that you might supply voluntarily, such as survey information. NARP collects information from its members (including names, addresses, phone numbers, fax numbers, and email addresses) for inclusion in a membership database that is used for the distribution of congressional action alerts and our various publications.

We may use this information to respond to an email or other inquiry or request, to help improve our advocacy outreach and effectivity, to customize your experience at our website, or to send updates or notices about our organization and various campaigns we assemble that we think may be of interest to you. We may also combine this information with other generally or publicly available information to help us identify visitors' preferences or interests. We may provide information that identifies you to our nationwide partners: regional Associations of Railroad Passengers. This is done under a strict no-sharing privacy policy with the intent to aid in local advocacy efforts, thereby increasing NARP's impact towards its stated goals. This limited data includes names, phone numbers, zip codes, or email addresses.

# NARPrail.org

If you purchase a product or service at our site, we will also ask for your credit card number or other account number you wish to be charged. We never share your credit card or other financial information with third parties.

## **Children's Privacy**

NARP's website is intended for adults. NARP does not knowingly collect personal information from children under the age of 13, unless . If NARP obtains knowledge that it has personally identifiable information about a child under 13 in retrievable form in its files, NARP will delete that information from our existing files.

## **Cookies & Computer-Related Information**

NARP does not enable "cookies" on our website with one exception. A cookie is used in website system administration to keep track of movement of an individual user from one screen to another. This information may be used by our staff to detect and resolve website problems and to assist with customer support. We do not collect any personally identifiable information about site visitors in this process.

Our web server automatically collects information from your computer and navigation patterns when you visit our site, including your Internet Protocol (IP) address, the computer's operating system, the type of browser you use, and the specific web pages visited during your connection. We may also track data such as the total number of visits to our website and the number of visitors to each page of our website.

We may use this information, in aggregate form, for system maintenance and to better understand how our visitors use our site and services so that we can make them better

## How You Can Control and Update Data About You

We want to be sure that we keep only the most accurate and up-to-date information about you in our records. Therefore, whenever you believe that your contact information needs to be updated, you can log into your account to correct or update your contact information:

## http://www.narprail.org/for-members/manage-your-membership/

You may choose at any time to remove your name, telephone and fax numbers, and postal and email addresses from the lists we use to send notices or updates and elect not to receive correspondence from us in the same fashion as listed above. Users may request that NARP refrain from disclosing to other rail advocacy groups the data it collects on its membership application form or any other form on which users are providing information by selecting the 'do not share' option from their account login. Alternatively, users may contact NARP at narp@narprail.org.

Other Internet sites you visit — including those linked from the NARP website — may have their own privacy policies or no policy at all. Other websites might use personal information differently than our



policy permits. We strongly encourage you to review the privacy policies of any site before providing any personal information.

## **Data Integrity and Security**

We use state-of-the-art technology to keep any information you provide as secure as possible. We also have in place privacy protection control contractual obligations with our vendors designed to ensure that personal data is protected from unauthorized access or disclosure. All NARP employees must abide by the NARP Privacy Policy. Only authorized employees are permitted to have access to personally-identifiable data about website visitors, and that access is limited to what is reasonably needed to perform an employee's responsibilities, such as providing updates or notices or customer service. Employees who violate our privacy policies are subject to disciplinary action, up to and including termination.

