## **TNSSA Online Privacy Policy**

The Tennessee Self Storage Association (TNSSA) places a high priority on protecting your privacy. This Online Privacy Policy was created in order to demonstrate the Association's commitment to the privacy of our members and website users. This policy explains the types of personal and non-personal information collected by the TNSSA website, <a href="www.tnssa.net">www.tnssa.net</a>, and how this information is used, and to whom and under what circumstances this information is disclosed. If you do not agree with the terms of this Online Privacy Policy or our Online Terms of Use Policy, please do not use the websites.

## What Personally Identifiable Information is Collected

We only collect information that is voluntarily provided to us. Those that register for any level of free or paid membership with TNSSA are asked to provide us with the necessary contact information needed to properly serve your membership needs including, but not limited to, name, mailing address, physical address, telephone number, email address, company name, title, whether you are an SSA member. Any additional information that is provided voluntarily will be treated with the same commitment to privacy.

Our association management software organizes the member login accounts by email address. Your email address is necessary so we can send you information about your membership and its status. We may also let you know via Email about upcoming events, legislative notices, and educational opportunities. Any credit card or transaction card information that is collected is used strictly for billing purposes and is collected through our third-party credit card processing company. No credit card processing information of any kind is kept by TNSSA.

#### IP addresses

TNSSA collects information about visitors to the website, including IP address, ISPs, and browsers in order to help diagnose problems with our server, to administer <a href="www.tnssa.net">www.tnssa.net</a>, and for statistical metrics used to track website visitor traffic. This information is necessary to provide optimal operation of our website; to help address problems within the website; to administer the site; to protect the security and integrity of the website; and to provide you with a greater online experience at our website. TNSSA may collect information about your browsing behavior, such as the date you visit the website, the areas or pages of the website you visit, the amount of time viewing the website, the number of times you visit the website, and other click-stream information.

#### **Email**

Electronic mail messages may be intercepted by third parties and are not protected by TNSSA. If you use a public computer or terminal, be sure to always log out when you complete an online session. Please do not share or send sensitive account information via email. We will never send an email or call you asking you for your User ID, password, social security number, or FEIN.

If you receive a suspicious email that appears to be from TNSSA, keep the email in your inbox and report it to us at <a href="info@tnssa.net">info@tnssa.net</a> or by contacting the TNSSA Administrative Director or Website Committee Chairperson. Please do <a href="not">not</a> forward the email to TNSSA unless TNSSA requests it.

#### Cookies

<u>www.tnssa.net</u> uses "cookie" messages to automatically help provide better services. They remind us who you are and your preferences for our website based on what you have done and told us before. The "cookie" is placed in your computer and is read when you come back to our website. Cookies let us take you to the information and features you are particularly interested in. They also let us track your usage of <u>www.tnssa.net</u>, so we know which parts of our sites are most popular. You can choose to disable cookies in the browser settings. However, that will impact the ease of use within the website. The "help" segment of the toolbar on most browsers explains how to configure the browser to not accept new cookies, how to have the browser inform the user when he or she receives a cookie, and how to erase cookies from hard drives.

## **Passwords**

If you are asked to create a password, please use a combination of capital and lower case letters, numbers and symbols whenever possible. Using words, your name or your Email address as your password is not recommended. Passwords should not be shared with anyone.

## **How Your Information May Be Used**

We use your personal information to provide you with personalized service; to send regularly scheduled e-blasts to you; to send important notices of legislative updates to you; to remind you of upcoming events that you have registered for and to make you aware of future events and education opportunities; to answer your requests; to process your membership application; etc. You may choose to opt out at any time, which will cease all communications from us, with the exception of the emails related to your membership dues and status.

TNSSA does not provide, sell, or rent email addresses or any other personal information to unrelated third parties. TNSSA does make member contact information available to other members, including vendor members, through our Public Member Directory. The directory lists general member contact info and is made available only to other TNSSA members upon logging into their membership account. The information that is provided in the directory can be adjusted or completely hidden by the individual member through their account profile.

TNSSA is required to provide a membership list each year to our national Self Storage Association (SSA) with whom we are affiliated. This list includes member name, mailing address and company name and is used to determine our membership dues with SSA in order to maintain our national affiliation.

TNSSA may, at its discretion, partner with an industry vendor in order to develop a benefit package for our members. This may include, but is not limited to, email enrollment in magazine subscriptions or other such publications as provided by the vendor. You will have the opportunity to opt out of any of these benefits at any time.

Upon written request, event sponsors are given a list of attendee emails of that particular event in order to send event promotions and additional educational information to the attendees. We do request that the vendors treat your email information with utmost privacy, however TNSSA is not responsible for the use of said contact information by these vendors.

Under no circumstances will we intentionally make your personal home address or telephone number available to third parties unless you indicated these as your contact information. We strongly recommend that you use your business address for contact purposes. It is also recommended that each member access their membership account online and make any necessary adjustments to their profile settings. TNSSA may provide aggregate statistical information about our members and customers, but these statistics will not include personal identifying information.

TNSSA does not direct its website to, nor does it knowingly collect any personal information on, children under the age of 13.

#### **External Links**

TNSSA has established relationships with other companies and organizations in order to offer you specialized services. Access to these other companies is available by means of links to their websites from our website. We provide these links as a service to our users. We do not sponsor or endorse these other websites. These links do not fall under the <a href="https://www.tnssa.net">www.tnssa.net</a> domain, and the Tennessee Self Storage Association is not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk. TNSSA recommends that you review the privacy policy and terms of use posted on any website you access.

# **Use of Website**

Use of this website does *not* grant the user any rights to use the TNSSA logos or any of the TNSSA website content.

#### Modifications

TNSSA may, at our sole discretion, amend this online privacy policy from time to time; please review it periodically to ensure that you are aware of the current privacy practices. We maintain the option to modify this policy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.

## **Questions and Concerns**

We want to address any questions you may have about TNSSA's online information practices. For that reason we have adopted and posted this online privacy policy. If you have questions or concerns regarding this policy, you should contact TSSA at the following address:

Email: info@tnssa.net

Mail: Tennessee Self Storage Association

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Ste 126-197

Nashville, TN 37203