**Marine Corps Engineer Association**

**Privacy Policy**

**Privacy Commitments**

The Marine Corps Engineer Association (MCEA) takes our members’ privacy very seriously. We recognize that data security in the 21st century is a matter of great potential danger to our members.

* We will protect your privacy and keep personal information safe. We use powerful encryption and other safeguards to protect member data.
* We will not sell your personal information to anyone for any purpose. Period.
* We will fully disclose our privacy policy in plain language and make our policy easily accessible to you.
* We will notify you of any revisions to our privacy policy, in advance. No surprises.
* You can send us questions or feedback on our privacy policy.

**Privacy Policy**

**Privacy Policy Scope**

This Privacy Policy identifies and describes the way MCEA uses and protects the information we collect about our members and website visitors.

**The Information We Collect, How We Collect It, and How We Use IT**

* *Contact Information* that allows us to communicate with you – including your name, postal address, telephone number, and e-mail address;
* *Payment Information* related to your financial relationship with us – including your payment data, check information, and PayPal data;
* *Website Usage* basic data of your contact with our website.

We collect information in two primary ways:

* You give it to us when you join MCEA or update membership information;
* You give it to us when you pay for membership, Reunion, or make Stores purchases;
* We collect it automatically when you utilize our website.

We use your information to:

* Maintain contact with you to advise of MCEA activities and actions including providing you our annual newsletter, announce our annual Reunion, deliver Stores purchases, and advise you of membership expiration;
* Document the financial transactions of MCEA to maintain accountability for your payments and donations to both you, our members, and to the IRS to maintain our non-profit status;
* Evaluate the effectiveness and efficiency of our programs in supporting the goals of MCEA.

Who has access to your information and for what purposes:

* *Basic membership information* includes your name, postal address, telephone number (you may request that it be shown as “unlisted”), e-mail address, rank, MOS, dues expiration year, and date of birth. This information is accessible to the Executive Director, Executive Committee, and Associate Directors in order to maintain contact with you. It is also available to other members in order to promote our organizational purpose, “to renew and perpetuate fellowship of all Marines, Navy, Army, and Air Force personnel or military engineers of allied nations who served with or were attached to USMC engineer organizations.”
* *Basic Financial information* includes your name, payments for membership, reunion or other events, donations, and Stores purchases. This information is available to the Executive Director, Treasurer, Executive Committee, and Associate Directors. It includes the date of your payment, check number (if paid by check) or transaction number (if paid by PayPal), and the purpose of yourpayment. It does not include any information that reveals your bank name, routing number, or account number. It does not include your credit card information in any form.
* *Sensitive Financial Information* includes your bank name, routing number, and your account number. We scan all checks for deposit for our financial records. These scans along with scans of any receipts for reimbursement which may contain all or a part of your credit card number are accessible only to the Executive Director, Treasurer, and the CPA or designated officer who conducts our fiscal audits (for the duration of the audit ONLY). Please note that payments made through PayPal do NOT give MCEA any access to your credit card information. All we get in addition to your name and address is a PayPal Transaction number.
* *Website Data* includes who is registered on our website, what features are used, etc. This information is accessible only to the Executive Director and Webmaster. They use it in the aggregate, to evaluate how effective our website features are. The only use of activity by specific registered members is to assist in resolving problems members report having with the website.

**Privacy Policy Questions**

If you have any questions regarding our Privacy Policy they should be raised with our Executive Director who will, in turn, consult with the Executive Committee.

**Privacy Policy Changes**

All members will be advised of proposed changes prior to implementation by the Executive Committee.