



## Policy/Procedure

Policy # 23

**Subject:** Privacy Policy  
**Effective Date:** 03/2024  
**Reviewed by:** President  
**Approved by:** APIC MN Board of Directors  
**Revision Dates:** 03/2024

### POLICY

APIC MN provides this Privacy Policy to outline how we collect, use, share, and process information collected through this website.

### PURPOSE

This Privacy Policy ("Policy") explains how APIC MN ("we," "us," or "our") collects, uses, and protects the personal information of visitors to the APIC MN website (the "Website"). By accessing or using the Website, you consent to the collection, use, and disclosure of your personal information as described in this Policy.

### PROCEDURE

#### 1. Information we collect

We may collect personal information from you when you voluntarily provide it to us, such as when you fill out a contact form or subscribe to our newsletter. The types of personal information we may collect include your name, email address, phone number, and any other information you choose to provide.

Anonymous information is collected, such as time and length of your visit, the pages visited, the referral site, and name of your internet service provider and browser. This information is used to measure site activity and develop improvements to our website and your user experience.

#### 2. Use of Personal Information

We may use the personal information we collect for the following purposes:

- To respond to your inquiries and provide customer support.
- To send you newsletters, updates, and promotional materials, if you have subscribed to our mailing list.
- To improve the content and functionality of the Website.
- To comply with legal obligations and enforce our rights.

#### 3. Disclosure of Personal Information

We may disclose your personal information to third parties in the following circumstances:

- With your consent.
- To our service providers who assist us in operating the Website and providing our services.



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- To comply with applicable laws, regulations, or legal processes.
- To protect our rights, property, or safety, or the rights, property, or safety of others.

### 4. Cookies and Tracking Technologies

The APIC MN website uses cookies, small files saved to your web browser, in order to improve your user experience. Cookies can be disabled within your browser. Cookies may be used to measure website activity and to customize the website to your preferences. When you return to APIC MN, information can be tailored to improve your user experience.

### 5. Third-Party Links

APIC MN may reference or refer you to other websites. Please review each third-party website for their individual privacy policies. APIC MN cannot take responsibility for how third-party websites collect and use activity and personal information.

### 6. Changes to the Privacy Policy

We reserve the right to modify or update this Policy at any time without prior notice. The updated version of the Policy will be effective as of the date of posting on the Website. Your continued use of the Website after any such changes constitutes your acceptance of the updated Policy.

### 7. Contact us

If you have any questions or concerns about this Policy or our privacy practices, please contact us at [admin@apicmn.org](mailto:admin@apicmn.org).

## Terms of Use

Please view our [Terms of Use](#) for this website.

## Consent

By using this website, you consent to APIC MN's privacy policy.