



NATIONAL CLAY PIPE INSTITUTE

Privacy Policy

Some statement of how you intend to use any registration (personal) data is generally required, both by law and by Constant Contact, Google and other likely website "partners." This is one example of a fairly simple privacy policy:

The National Clay Pipe Institute (NCPI) is committed to maintaining your confidence and trust. Accordingly we maintain the following privacy policy to protect your personal information. We respect your desire for privacy and will endeavor to protect any information collected.

This privacy policy discloses the privacy practices for NCPI.org. This privacy policy applies solely to information collected by this website. It includes:

- 1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.*
- 2. What choices are available to you regarding the use of your data.*
- 3. The security procedures in place to prevent the misuse of your information.*
- 4. How you can correct any inaccuracies in the information.*

Information Collection, Use and Sharing

*We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us when you request samples or register for access to restricted areas of the website. **We will not sell or rent this information to anyone.***

We will use your information to send your requested materials, respond to any questions or follow-up on your original reason for contacting us. We may share your information with a member company's representative. These representatives are not allowed to use personally identifiable information except for the purpose of following-up on your request for information.

In order to request materials or gain access to certain technical information on our site, a user must provide certain data (such as name and email address). This information is used to contact you in order to follow-up on your original request.

Unless you ask us not to, we may contact you via email or postal mail in the future to tell you about clay pipe products, share recent successes or inform you about new tools. We will respect your time and limit the frequency of these communications accordingly. Each email we send will include the opportunity to opt-out of future email communications.

Your Access to and Control Over Information

You may edit the information we have on file or opt out of any future contact from us at any time. You can do so by contacting us at the telephone number, email address or postal mail address given on our website.

Security

We take precautions to protect your information. When you submit information via the website, your information is safeguarded. We do not collect sensitive information (such as credit card data).

Only employees who need your information to perform a specific job (for example customer service or shipping of materials) will have access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.