



Privacy Policy and Website/Social Media Guidelines

NCRA created the *Privacy Policy and Website/Social Media Guidelines* to demonstrate its commitment to the privacy of members and users of its websites and social media outlets. The websites include www.ncra-usa.org and www.CancerRegistryEducation.org; the outlets include www.ncra-usa.org/FB; www.ncra-usa.org/LinkedIn; and www.twitter.com/NCRAnews.

Data Collection

NCRA does not collect names, e-mail addresses, or any other personal information via the website unless it is voluntarily provided by site visitors. Visitors will be informed when the website requires personal information (name, address, e-mail address, telephone number, credit card number and/or other identifying information). NCRA will not distribute this information to third parties without prior consent.

Data submitted by a user will be used for the express purpose described at the point of collection in NCRA's database and for statistical purposes to analyze user behavior. NCRA does not disclose, give, sell, or transfer personal information with third parties without the site visitor's express permission. In the event user-information is permitted to be provided to third parties, NCRA will exclude any and all personal identifiers.

NCRA may disclose personal information if required to do so by law or in the good-faith belief that such action is necessary to comply with any legal requirements or with a legal process, or to protect and defend the rights or property of NCRA or the personal safety of NCRA employees or members of the public.

E-mail and Social Media Messaging

NCRA does not sell, rent, or exchange e-mail addresses of its members and customers. NCRA makes every attempt to protect any personal information submitted to the association electronically. However, electronic e-mail and social media messaging are not secure against interception. Any sensitive information submitted to the website or posted on NCRA's social media outlets is provided at the risk of the sender. If one is concerned that the content of communication is especially sensitive, consider sending it by posted mail.

External Links

The website and several social media outlets contain links to other external websites. NCRA is not responsible for these sites' privacy policies, sites that may contain cookies, or the content of these external links. NCRA encourages members to read the privacy statements of each website and social media outlet that collects personally identifiable information. Please direct any questions or comments to the owners of these external websites/social media outlets.

Requests for Reciprocal Links

NCRA receives numerous requests from other organizations and individuals for reciprocal website links. NCRA will review requests and decide whether it is appropriate and relevant for members. When considering requests for links from NCRA's website to other websites, the following criteria is used:

- Website must be directly related to the cancer registry profession.
- Website must serve the interest of our cancer registry members as a professional resource.
- Website must not be commercial in nature. (NCRA links to organizations, non-profits, and associations. Vendors who exhibit at the annual conference are listed on the Annual Conference page with a link to their site.)

Member Online Directory

NCRA's Member Online Directory is a "members only" directory for members' personal use and professional development in the cancer registry field. The results from the searches that members perform should not be redistributed, transferred to magnetic media, or duplicated. Use of information contained in this directory to conduct any solicitation of sales of merchandise or services or to otherwise promote one's business or that of one's clients is prohibited. Note: Directory information is not intended to verify or disprove credentialed status.

Social Media

NCRA members are encouraged to join NCRA's social media outlets (Facebook, LinkedIn, and Twitter) to seek information, share best practices, research topics, and monitor critical issues facing the cancer registry industry. Messages posted on NCRA's social media platforms become public record. Corrections can be sent, but remember that they will be as public as the original errors.

NCRA does not actively monitor the site for inappropriate postings and does not, on its own, undertake editorial control of postings. However, in the event any inappropriate posting is brought to the NCRA's attention, NCRA will take appropriate action. NCRA reserves the right to delete inappropriate postings and remove any member/user violating these guidelines.

NCRA social media platforms are public. Exercise caution when deciding to provide information, especially personal information. NCRA cannot guarantee the privacy of any information that members provide on these outlets. As a result, one provides information at their own risk. NCRA is not responsible for maintaining the privacy or secrecy of passwords or account information that one has disclosed.

NCRA Social Media Guidelines:

- Post only messages that meet the common needs and interests of NCRA members.
- All communication should be respectful, professional, and "on topic."
- Avoid writing in all capital letters and use correct grammar and punctuation.
- Avoid personal-opinion posts. For example, political and religious posts are not appropriate for NCRA's professional Facebook Member Group.
- Personal messages should not be posted. Such messages should be sent as a "private message".
- Abstracting or reporting questions should be directed to a member's state central cancer registry or the standard-setter's official Q&A forums. Any answers to such questions would need to be validated in the appropriate manuals.

- Job announcements should be placed on [NCRA's Job Bank](#), not on NCRA's Social Media platforms.
- Advertising is not allowed.

Security

Members' privacy is of the utmost importance to NCRA. NCRA incorporates reasonable safeguards to protect the security, integrity, completeness, accuracy, and privacy of the personal information that it collects. To assist in making its websites secure, NCRA employs the latest industry standards to safeguard the confidentiality of users' personally identifiable information, such as firewalls and Secure Socket Layers (SSL), where appropriate.

Children under 18

NCRA does not knowingly solicit data online from or market online to children under the age of 18.

Choice to Opt-Out

Members' contact information is made available through the Member Directory and via mailing list rental. Members may opt out of the sharing of contact information by logging into the "Members Only" section and changing privacy settings in the "Edit Profile" area. This opt out will remain in effect until changed by the member.

If you have any questions, concerns or comments, please contact:

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