

Introduction

At TPG we recognize the importance of securing and protecting all data and the privacy of certain basic personally identifiable data, such as contact information, demographic information and payment processing information. We do not collect data from individuals unless provided to us voluntarily and knowingly and with access to update and change the data at will. We have adopted this Data Privacy Policy to guide how we and our affiliates (i.e. account holders, members, vendors, staff, association leadership) use such information.

Purpose

The purpose of this Policy is to balance our legitimate business requirements in collecting and using information with the reasonable expectation of privacy and security which may be held by those providing such information.

Membership and Account Holder Information

We collect key information from our members to provide valuable member services and for operational effectiveness. Members provide data directly when creating an TPG account and can update preferences via the web portal. We collect additional data upon engagement with our website using cookie-based technology.

We specifically collect these types of data:

- Name and contact data. We collect your first and last name, phone number, address, email address, and other related data.
- Demographic data. We collect data about you such as your payroll software and primary business service.
- Payment data. We transmit data necessary to process your membership dues payment through our payment gateway (such as a credit card number). This information is not stored.
- Credentials. We collect passwords used for authentication of accounts and to grant access to member only resources.

Event Information

At times, TPG receives and collects personal information through event registration. In these cases, we only use this information to provide member services and stated purposes outlined upon collection. Individuals may be required to agree to TPG's data privacy policy when registering for TPG events.

Membership Directories and Registration Lists

To allow TPG members and the public to find TPG members, the Personally Identifiable Information TPG receives may be published on TPG's website and other print or digital media, in a variety of ways, including, but not limited to, directories, membership lists, and other types of registration lists for TPG programs and events ("Directory Lists"). Directory Lists will never include sensitive or financial information. Users may request that their information be suppressed from Directory Lists by contacting TPG@dci-kansascity.com.

Data Privacy Options

You have choices about the data we collect. When you are asked to provide personal data, you may opt out. However, please note certain contact information is required for TPG membership.

Additionally, you may request the deletion of your data. TPG will ensure the request is fulfilled within 30 days, excluding the extent TPG is required by law to retain some or all the member data.

To update/delete your data or change preferences contact Melissa Flett, TPG Membership Director, mflett@dci-kansascity.com or 913-384-1958.

Security

The security of data is very important to us and we are committed to protecting the information we collect. We collect information only in a manner deemed reasonably necessary to serve our legitimate business purposes and comply with our legal obligations. We use commercially reasonable efforts to make our collection of information consistent with all applicable laws and regulations. We exercise care in providing secure transmission and storage of information. Unfortunately, no data transmission or storage is 100% secure. We cannot warrant that all data we transmit, store and collect will be completely secure. We take commercially reasonable efforts to create and maintain firewalls, restricted access and secure socket layers, and other appropriate safeguards to ensure that, to the extent we control information, it is used only as authorized by us and consistent with this Policy, and that information is not improperly altered or destroyed. Our privacy protection practices help us maintain accurate, timely, complete and relevant information for our business purposes. Our communication system, software and database practices have been designed to aid us in supporting authenticity, integrity and confidentiality.

Data Breach Policy

We want to ensure that your identity and data stays secure; therefore, if an incident does occur, and for incidents that occur at our third-party vendors, we will promptly inform affected individuals as may be required by law or our policies.

Data Use

We may use your information to offer goods and services we believe will be of value to members on behalf of TPG, our affiliates and our partners. We may use contact data to inquire or survey about conference experiences, association engagement, education opportunities or general membership satisfaction. We may also create and use aggregate information that is not personally identifiable to understand more about the common profiles and interests of our members and website visitors.

Cookies

Our website utilizes "cookie" technology. "Cookies" are encrypted strings of text that a Web site stores on a user's computer. Our Web site uses cookies throughout the online process to maximize website performance. In addition, cookies are used to:

- Measure usage of various pages on our website to help us make our information more pertinent to your needs and easy for you to access;
- Provide functionality such as online registration and other functionality that we believe would be of interest and value to you; and
- Serve advertisements and business opportunities to users, and allow select partners of TPG, to serve online advertisements.

Upon arrival to thepayrollgroup.org a cookie policy notification and acceptance will be presented. Website users may set browser preferences to block cookies (consult browser provider for specific instructions or choose to allow TPG to use cookies on your machine by accepting cookie policy or continuing to use the website.) Disabling cookies will adversely affect your ability to perform certain transactions, use certain functionality, and access certain content on our website.

Compliance with Law

We may disclose Member Information to law enforcement agencies, or may be required to disclose it during the discovery process in litigation, pursuant to a court order, or in compliance with any applicable law, regulation, rule or ordinance.

Your Californian Rights

FOR RESIDENTS OF CALIFORNIA ONLY. In addition to the rights as explained in this Data Privacy Policy, under California's "Shine the Light" law, California residents who provide personal information (as defined in the statute) in obtaining products or services for personal, family or household use are entitled to request and obtain from us once a calendar year information about the personal information we shared, if any, with other businesses for marketing uses. If applicable, this information would include the categories of personal information and the names and addresses of those businesses with which we shared such personal information for the immediately prior calendar year (e.g. requests made in 2012 will receive information about 2011). To obtain this information please write to us at 4919 Lamar Ave., Mission, KS 66202, or TPG@dc-kansascity.com.

Questions or Comments

Any questions or comments that relate to the TPG Privacy Protection Policy may be directed to us at TPG, 4919 Lamar Ave., Mission, KS 66202, and TPG@dc-kansascity.com.

Privacy Protection Policy Changes

In the future, we may need to change this Policy. TPG reserves the right to modify this Data Privacy Policy at any time without prior notice. All changes will be included on this Website so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone. This Policy was last updated on March 4, 2020.