



*Effective Date: August 2020*

## **Family, Career and Community Leaders of America, Inc. Privacy Policy**

Family, Career and Community Leaders of America, Inc. (FCCLA) is committed to respecting the privacy of FCCLA members and stakeholders. Our privacy policy governs the collection and use of personal information, whether gathered by our staff, from program participants, website visitors or through correspondence and it reflects our approach to gathering and disseminating data. Our policy is to only use data collected for purposes that are integral to furthering the mission of FCCLA and Family and Consumer Sciences Education.

### **Who We Are**

Family, Career and Community Leaders of America, Inc. is a nonprofit 501(c)3 organization that helps young men and women become leaders and address important personal, family, work, and societal issue through Family and Consumer Sciences Education.

### **Information Collection and Use**

Personal information is collected via a number of websites that are either operated by FCCLA or operated by authorized vendors. Examples of these websites include the FCCLA Store, FCCLA Affiliation portal and the online event registration tool for the Family, Career and Community Leaders of America, Inc. meetings and conferences.

Personal information collected is utilized for the purpose of transacting business such as merchandise sales, membership services, fulfillment of magazine subscriptions and conduct of programs offered by FCCLA such as Leadership Academy, STAR Events, and other Competitive Events. Personal information is not shared with third-party entities unaffiliated with FCCLA without an individual's express consent.

### **Mailing Lists and Electronic Newsletters**

Recipients of e-mails and alerts have the option to unsubscribe from any mailing list. This may be done on the link of each newsletter or App platform. Those who choose to unsubscribe will not receive further mailings from the Family, Career and Community Leaders of America, Inc.

### **Coordination with the Educational Community**

Strong, supportive relationships between the Family, Career and Community Leaders of America, Inc., FCCLA State Associations, and others in the Family and Consumer Sciences education community are critical to our success. Given the importance of these relationships, FCCLA seeks to remain fully aligned with our stakeholders' privacy concerns. FCCLA will only utilize data provided by members and stakeholders to further the educational mission of FCCLA and Family and Consumer Sciences Education.

### **Privacy of Children**

FCCLA provides additional privacy protections when children visit the website. We do not knowingly receive, use or store personal information from or about children under the age of 13 without a parent's and/or legal guardian's consent, except in limited circumstances authorized by law and described in this notice. If you are under the age of 18, please read this privacy policy with a parent or legal guardian. If you are under the age of 13, your FCCLA adviser and the Family, Career and Community Leaders of America, Inc. must have your parent's or legal guardian's consent before collecting any personal information.

### **Parental Consent Process for students under the age of 13**

1. FCCLA advisers will provide a copy of the COPPA Parental Consent form located at the end of this policy to the parents of all students under the age of 13.
2. The student's parent(s) or guardian(s) will sign the completed form and return it to the FCCLA adviser.
3. The FCCLA adviser may then begin the affiliation process for those students.

Information collected from children consists of membership roster data including name, home address, age, e-mail addresses, phone numbers, birthdate, gender, ethnicity, race, residence type, high school graduation year, grade level and t-shirt size. This information, which may be shared with state associations and local chapters, is used to help students complete applications for awards and recognition, create participation portfolios, deliver the FCCLA magazine to students and notify students and their parents and/or guardians of opportunities supportive of the educational mission and objectives of the FCCLA. We do not require a child to disclose more information than is reasonably necessary to participate in the foregoing activities. We do not disclose information collected from children to unaffiliated third parties.

Parents and legal guardians may review personal information we have collected about their child, request deletion or refuse to allow further collection or use of the information. To do so, please contact Family, Career and Community Leaders of America, Inc. 1910 Association Drive, Reston, VA 20191, [membership@fclclainc.org](mailto:membership@fclclainc.org), 703-476-4900.

## **Information Security**

In order to protect against loss, misuse or alteration of information collected, the Family, Career and Community Leaders of America, Inc. ensures that appropriate security measures are in place at all physical facilities where data resides. User data is stored, both physically and electronically, according to the requirements specified by the Payment Card Industry Data Security Standard.

## **Browser Cookies**

A "cookie" is a unique data set or "signature" deposited on a user's computer hard drive by the website that the user is accessing. The websites of the Family, Career and Community Leaders of America, Inc. utilize browser cookies for the purposes of caching user credentials for faster login, retaining shopping cart data for up to 30 days prior to sale, allowing faster return access to the site, providing relevant marketing and promotional information, and allowing access to certain functions that might otherwise be inaccessible. Cookies from our websites are not linked in any way to personally identifiable information.

In addition to the cookies we deliver to your computer, certain third parties may deliver cookies for a variety of reasons, for example, web analytics or to follow-up on purchases. Other third parties may deliver cookies for the purpose of tracking your online behaviors across FCCLA websites and/or nonaffiliated websites and delivering targeted advertisements.

Neither FCCLA has access to, nor control over, all cookies of third-party service providers or advertisers. However, you have choices about the collection of information by third parties on our websites. If you would like to opt-out of having interest-based information collected by certain entities during your visits to this or other sites, browse to <http://www.aboutads.info/choices/>. You will be directed to an industry-developed website that contains mechanisms for choosing whether each participating entity may collect and use data for online behavioral advertising purposes. It may be that some of the third parties that collect interest-based information on this website do not participate in the industry-developed opt-out website, in which case the best way to avoid third-party tracking of your online behaviors may be through your browser settings and/or deletion of cookies. Please consult the "Help" section of your browser for more information.

## **Links to Other Websites**

FCCLA websites often provide links to other websites that may be of interest to the students and stakeholders we serve. Although we work hard to ensure we provide links to appropriate sites and we take full responsibility for the content of our site and our own privacy policy, we are not responsible for the privacy practices or the content of sites to which we link. No notice will be issued when a visitor has accessed a link to a website outside the realm of FCCLA websites. We encourage you to read the privacy policies of all third-party sites that are linked from any FCCLA website before submitting your personal information. The use of any personal data you choose to disclose to third-party websites will not be covered by this privacy policy.

## **Disclaimer**

All information presented on the websites of FCCLA is presented in good faith and is believed to be correct. However, FCCLA makes no representations or warranties as to the completeness or accuracy.

### **Contacting FCCLA**

Questions regarding this privacy policy can be directed to FCCLA by regular mail, e-mail or phone. Additionally, stakeholders may prevent their information from being used for purposes other than those for which it was originally collected by contacting us. Upon request, we offer stakeholders the ability to have inaccuracies corrected in contact information, unique identifiers and communications that they direct to our site. Stakeholders can have their information corrected by contacting us through the following:

- Mail: 1910 Association Drive, Reston, VA 20191.
- E-mail: [membership@fcclainc.org](mailto:membership@fcclainc.org)
- Telephone: 703-476-4900

### **Policy Updates**

From time to time, customer information may be used for new, unanticipated uses not previously disclosed in this privacy policy. If our information practices change at some time in the future, those changes will be posted on all affected websites to notify users of the changes and provide an opportunity to opt out of the new uses. Those concerned about how their information is used should check the websites periodically.

# Family, Career and Community Leaders of America, Inc.

## Children's Online Privacy Protection Act (COPPA) Parental Consent Form

To comply with COPPA guidelines and for the protection of minors, this form must be completed to allow minors under 13 years of age to register an account on the Family, Career and Community Leaders of America, Inc. network. As a registered member, your child will have access to provide membership roster data including name, age, e-mail addresses, phone numbers, gender, ethnicity, race, grade level and t-shirt size. This information, which may be shared with state associations and local chapters, is used to help students complete applications for awards and recognition, create participation portfolios, deliver the FCCLA magazine to students and notify students and their parents and/or guardians of opportunities supportive of the educational mission and objectives of FCCLA. You may verify your consent of your child's registration and use of the site in accordance with our privacy policy ([www.fcclainc.org/privacypolicy](http://www.fcclainc.org/privacypolicy)) as follows:

I represent and warrant that the information provided below is true and accurate and is provided for the purpose of consenting to my child's registration with the FCCLA Network.

### Membership Details *(Please print all information except for signature.)*

Student First Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Student Last Name: \_\_\_\_\_  
School or Chapter Name: \_\_\_\_\_ Chapter ID \_\_\_\_\_  
Adviser First and Last Name: \_\_\_\_\_  
Adviser Email Address: \_\_\_\_\_

### Parent/Guardian Details

Information provided is for parental consent only and will not be shared with unaffiliated third parties per our privacy policy.

Parent's/Guardian's Full Name: \_\_\_\_\_  
Parent's/Guardian's Phone Number: \_\_\_\_\_  
Parent's/Guardian's Email Address: \_\_\_\_\_  
Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information about the Children's Online Privacy Protection Act (COPPA), visit [www.coppa.org](http://www.coppa.org).