Privacy Statement Related to the **WASB Employee Handbook**

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Generally, personal information about Users that WASB collects to enable Authorized Users' access to the Service is often the same information that WASB collects from WASB's member School Districts, separate and apart from the School District's and School Board's status as a subscribing Customer to the **WASB Employee Handbook**. For this reason, WASB retains personal information about Customers and Authorized Users even after the expiration or termination of Customer's subscription and license to the **WASB Employee Handbook**. In the event any individual wishes to have his/her non-School District e-mail address, non-School District mailing address or non-School District telephone number(s) completely removed from WASB's membership database, he or she should contact WASB directly at 1-877-705-4422 or 1-608-257-2622.

To maintain WASB's quality of service and to assist in the analysis of product/service performance, WASB may also gather data on pages visited, links that were selected, search terms used, and connection information, including the timing and size of all packets sent over the internet during a session. The gathered information is used only to ensure the highest quality experience possible when using WASB's products/services. WASB may also collect certain standard information about User's computers for security and identification purposes. This information may include IP addresses, domain names, browser types, MIME type, access times, cookies and other uniquely identifying information of machines that directly access our website and the **WASB Employee Handbook**. We may track aggregate traffic patterns throughout our website(s), but we do not correlate this information with personally identifiable data about individual users. Such information will not be passed to third parties without your prior consent, unless where required by applicable law.

A cookie is a small data file that certain websites write to your hard drive when you visit them. WASB may use cookies, for example, to track user traffic patterns and hold certain registration information. Users are free to disable cookies and use the **WASB Employee Handbook** and other WASB websites, web pages, and web content to the extent such items remain functional, if at all, while cookies are disabled. Disabling cookies may cause Users to be unable to access the **WASB Employee Handbook** in whole or in part.

We reserve the right to disclose your personally-identifiable information as required by law and when we believe that disclosure is necessary to protect our rights or to comply with a judicial proceeding, court order or legal process served on WASB.
WASB collects billing and payment information related to Customer’s subscription and license to the Employee Handbook that varies based on the form of payment. WASB will not disclose, sell, rent or trade any account numbers, credit card numbers, tax exempt numbers or other similar financial account information to any third party except as required to process payments and except where otherwise required by law.

In addition to required member/subscriber information, we may conduct surveys and ask WASB members and service Users to volunteer demographic information, opinions and/or ideas to be used for internal market research, product/service improvement, and for joint projects with outside companies involved in product development.

To change a User’s email subscription status, to receive or to stop receiving specific communications or promotions from WASB, use any opt-out links contained in specific emails, or contact WASB by telephone at 1-877-705-4422 or 1-608-257-2622, or via email at info@wasb.org.

WASB does not control the privacy practices of any affiliates or any third-party sites that may be linked through the WASB web site or through the WASB Employee Handbook. If you have questions about how affiliates or any linked sites use the information gathered when you link to or visit them, please refer to their separate privacy policies.

This privacy policy is subject to change. If we are going to use your personally identifiable information in a manner materially different from that stated at the time of collection, we will notify you via email. You will have a choice as to whether or not you consent to the usage of your information in a different manner. In addition, if we make any material changes to our privacy practices that do not affect any of the user information already stored in our database(s) and files, such direct notice will not be provided.

You can contact WASB by mail at Wisconsin Association of School Board, Inc., 122 West Washington, Suite 400, Madison, WI 53703, or by calling 877-705-4422 if you have a question or concern about WASB’s privacy practices, this privacy statement, or any product or service of WASB.

Terms used within this Privacy Statement that are defined terms within the WASB EMPLOYEE HANDBOOK SUBSCRIPTION & LICENSE AGREEMENT shall have the same meaning herein as they have in said SUBSCRIPTION & LICENSE AGREEMENT.