

# Northwest Georgia RESA Pivacy Statement

## Information Collection and Use

Northwest Georgia RESA collects personally identifiable information when you register for a Northwest Georgia RESA event. When you register with Northwest Georgia RESA, we ask for your contact information (such as your name, street address and e-mail address), as well as certain information pertaining to your business, along with billing information such as a bank account and/or credit card number.

The personally identifiable information we acquire in processing payment transactions varies according to the nature of the transaction and the way in which merchants or financial institutions are using our payment services. It may include, for example, the amount of the transaction, the consumer's name, credit card number and expiration date, checking account number, billing address, and shipping address.

Northwest Georgia RESA uses the information collected to fulfill your requests for certain products and services, to process payment transactions, to facilitate billing, and otherwise complete your order of one of our services. Personally identifiable consumer information is used to process payment transactions and for no other purpose.

Northwest Georgia RESA does not offer services or sell products to children. Northwest Georgia RESA does not request or knowingly collect personally identifiable contact information from anyone under the age of 13.

## Information Sharing and Disclosure

Protecting personally identifiable information about merchants and consumers is an important part of our business. We will not share your information with any organization outside of the North West Georgia RESA and the State of Georgia, Department of Education.

## Information Security

Information security is critical to our business. We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information. The information gathered on secure computers is stored in a locked down data center, owned and operated by Capitol Impact LLC. The number of employees involved in the management of the data center that have physical access to these computers is limited. Capitol Impact LLC uses firewalls and other security technology, as well as implement the highest industry standard security practices, to prevent their computers from being accessed by unauthorized persons.

We also require that any personally identifiable consumer information sent to us by you be encrypted using SSL encryption. To learn more about SSL, go to:

<http://webopedia.internet.com/TERM/S/SSL.html>.