

## **Privacy Policy**

The Order of the Sword and Shield National Honor Society (OSS) understands that protecting your private information is important to you. We have provided this Privacy Policy so that you can understand what information is collected and how it is used. As a visitor to our website or inducted member in the Society, you are accepting the practices described in this Privacy Policy.

OSS takes every precaution to protect your private information. When you submit sensitive information via our website or application portal, your information is secured. When you enter sensitive information, such as a credit card number, the information is encrypted with industry-standard encryption software-SSL and is updated regularly.

OSS collects information in several ways on our website. Personal information is collected when you actively sign up for membership, register for events or submit information or requests via this website. The type of information collected may include name, address, email address, telephone, school, grade point average, credit card information, and information on your preferences regarding membership. Information collected from other areas of the site is used for billing purposes and to fill customer orders. At times, email and postal addresses are used to contact members in order to generate volunteer support for the organization or to send surveys to collect data for industry research. Information may also be used to send promotions from OSS.

The Order of the Sword and Shield website host will periodically provide statistical information about website visits. Neither the host nor OSS will collect individual or personal information about our visitors. OSS does maintain a database of those inducted members only. You may be removed from that database by getting in touch with us by email, postal mail, or telephone. We do not sell our membership database to anyone and we do not provide such information to any non-affiliated program or school.

OSS uses PayPal for credit card processing. This company does not retain, share, store, or use personally identifiable information for any secondary purposes. OSS also uses GoDaddy for website hosting and Cognito Forms for database management. Both the ISP and database host have access to information stored in our web databases and log files. The data is stored for order/membership processing only. The servers that store this information

are in a secure environment provided by our hosting and database companies. OSS staff and their technical consultants who need to perform a specific job such as order processing are granted access to personally identifiable information.

Our website contains links to other sites. Please be aware that OSS is not responsible for the privacy practices of other sites. When you click on links to other sites, please be aware that you are leaving [www.securityhonorsociety.org](http://www.securityhonorsociety.org) and that this Privacy Policy applies solely to information collected on this site.

Members and visitors to [www.securityhonorsociety.org](http://www.securityhonorsociety.org) can rest assured, knowing that their personal information is safe and secure.

For specific questions regarding this policy, please email [jgrossmann@ossnhs.com](mailto:jgrossmann@ossnhs.com).