

COMMUNICATIONS WITH THE PUBLIC

Privacy Policy

What we collect and how we use it – If you choose to share personal information by sending us a message or filing out an electronic form with personal information, we will use that information (name, address, e-mail, telephone number, etc.) to process your order and maintain our records.

NCC employs cookie technology to maintain a visitor's browsing experience. When you register, subscribe or place an order online with NCC, your contact information is used to create and maintain certain access privileges. These features include access to protected content or your shopping cart, and are also used to enable your access for future visits to the site.

In order to help evaluate how visitors and subscribers use and navigate our Web site, NCC tracks usage patterns. This information may include the number and frequency of visitors to each Web page, and the length of their visits. Pursuant to federal laws and regulations, this data is never matched to personally identifiable information. Additionally, we do not knowingly collect information from children under the age of 13.

In order to enforce our Subscriber Agreement or Terms of Use, in special circumstances it may be necessary to disclose and use personally identifiable information. This may be for purposes of protecting our intellectual property rights, or when law requires us to do so.

We do not share your information with any outside parties. However, under certain circumstances, the Family Educational Rights and Privacy Act (FERPA) permits some disclosure with third party customers. For more information on FERPA Regulations see the Student Handbook.

If you received an electronic mailing, a postal mailing from us, (a) your e-mail address is either listed with us as someone who has expressly shared your e-mail address for the purpose of receiving information in the future (opt-in), or (b) you have registered or purchased or otherwise have an existing relationship with us.

ADOPTED: March 16, 2009