

# Privacy Policy

Association of Community Publishers (ACP)

Effective Date: March 20, 2026

Website: [communitypublishers.com](https://communitypublishers.com)

## 1. Introduction and Scope

The Association of Community Publishers ("ACP," "we," "us," or "our") is a nonprofit professional trade association headquartered in Cicero, New York. We operate the website [communitypublishers.com](https://communitypublishers.com) and provide services to our members, including membership management, events, the Advertising Distribution Services (ADS) Network, the Publish Magazine subscription, and related resources.

This Privacy Policy describes how we collect, use, disclose, and protect personal information about:

- Visitors to our website.
- Individuals who apply for or hold ACP membership.
- Attendees of ACP events and conferences.
- Subscribers to Publish Magazine and our email communications.
- Users of the ADS Network and related products.

This policy applies to information we collect online and offline in connection with our services. By using our website or services, you agree to the practices described in this policy.

## 2. Information We Collect

### 2.1 Information You Provide Directly

- Identity information: name, title, employer/publication name.
- Contact information: mailing address, email address, phone number.
- Membership information: membership tier, application details, payment information.
- Event registration: attendee names, dietary or accessibility needs, travel preferences.
- Communications: messages you send us, survey responses, contest entries (e.g., Best of the Best, Rising Stars).
- Scholarship applications: submitted by members on behalf of students.

### 2.2 Information Collected Automatically

When you visit our website, we and our service providers may automatically collect:

- Log data: IP address, browser type and version, operating system, referring URL.
- Usage data: pages viewed, links clicked, time spent on pages, navigation path.
- Device data: device type, screen resolution, language settings.

- Cookie and tracking data: as described in our Cookie Policy.

### **2.3 Information from Third Parties**

- Partner businesses listed in our Business and Service Directory may share contact details with us.
- Social media platforms may provide profile information when you log in using social sign-on.
- Payment processors provide transaction confirmations (we do not store full payment card numbers).

## **3. How We Use Your Information**

We use personal information for the following purposes:

### **3.1 Membership Administration**

- Processing membership applications and renewals.
- Maintaining the member directory.
- Sending membership-related communications and the Publish Magazine.
- Administering the Bob Wright Memorial Scholarships and Rising Stars program.

### **3.2 Services and Products**

- Facilitating ADS Network participation and distribution.
- Processing payments and issuing receipts.
- Managing event registrations and logistics.
- Providing access to member-only resources and training.

### **3.3 Communications**

- Sending newsletters, industry news, event announcements, and promotional materials.
- Responding to inquiries and customer service requests.
- Conducting member surveys and feedback collection.

### **3.4 Website Improvement**

- Analyzing website usage to improve functionality and content.
- Diagnosing technical issues.
- Testing new features.

### **3.5 Legal and Compliance**

- Complying with applicable laws and regulations.
- Protecting our legal rights and enforcing our Terms of Service.
- Responding to legal process, government requests, or court orders.

## **4. Legal Basis for Processing (Where Applicable)**

For residents of states with applicable privacy laws, we process personal information under the following bases:

- Performance of a contract – processing necessary to fulfill membership agreements and service delivery.
- Legitimate interests – improving our services, preventing fraud, and communicating relevant industry information.
- Consent – for optional marketing communications; you may withdraw consent at any time.
- Legal obligation – where required by law.

## 5. Sharing and Disclosure of Information

We do not sell personal information to third parties. We may share information in the following limited circumstances:

### 5.1 Service Providers

We engage trusted third parties to assist with website hosting, payment processing, email delivery, event management, and analytics. These providers access personal information only as necessary to perform services on our behalf and are contractually bound to protect it.

### 5.2 Member Directory

Basic member information (name, publication, contact details) may be included in a member directory shared with other ACP members. Members may request to limit their directory listing by contacting us.

### 5.3 Partner Businesses

With your consent, we may share your contact information with vetted industry partner businesses listed in our Service Directory.

### 5.4 Legal Requirements

We may disclose information when required by law, court order, or government authority, or when we believe disclosure is necessary to protect our rights, your safety, or the safety of others.

### 5.5 Business Transfers

In the event of a merger, acquisition, or sale of assets, personal information may be transferred as part of that transaction. We will notify members if such a transfer materially affects how their information is used.

## 6. Data Retention

We retain personal information for as long as necessary to fulfill the purposes described in this policy, including maintaining membership records, complying with legal obligations, and resolving disputes. When data is no longer needed, we securely delete or anonymize it. Membership records are generally retained for a minimum of seven (7) years after membership termination for legal and audit purposes.

## 7. Data Security

We implement reasonable administrative, technical, and physical safeguards to protect personal information against unauthorized access, alteration, disclosure, or destruction. These include:

- Secure (HTTPS/TLS) transmission of data.
- Access controls limiting data access to authorized personnel.
- Regular review of our data collection, storage, and processing practices.

No method of transmission over the internet or electronic storage is 100% secure. We cannot guarantee absolute security but will notify you of any breach as required by applicable law.

## 8. Children's Privacy

Our website and services are directed to business professionals and are not intended for children under the age of 13 (or 16 where applicable under state law). We do not knowingly collect personal information from children. If we learn that we have collected personal information from a child without verified parental consent, we will promptly delete it. If you believe a child has provided us with personal information, please contact us immediately.

## 9. State-Specific Privacy Rights

### 9.1 California Residents – CCPA / CPRA

California residents have the following rights under the California Consumer Privacy Act (CCPA) as amended by the California Privacy Rights Act (CPRA):

- Right to Know: Request disclosure of the categories and specific pieces of personal information we have collected about you, the sources, business purposes, and third parties with whom we share it.
- Right to Delete: Request deletion of your personal information, subject to certain exceptions.
- Right to Correct: Request correction of inaccurate personal information.
- Right to Opt-Out of Sale/Sharing: We do not sell or share personal information for cross-context behavioral advertising. If this changes, we will provide a "Do Not Sell or Share My Personal Information" link.
- Right to Limit Use of Sensitive Personal Information: To the extent we process sensitive personal information, you may limit its use.
- Right to Non-Discrimination: We will not discriminate against you for exercising these rights.

To submit a CCPA/CPRA request, contact us using the information in Section 12. We will respond within 45 days (extendable by an additional 45 days with notice). We may require identity verification before processing requests.

### 9.2 Colorado, Connecticut, Virginia, Utah, Texas, Oregon, Montana, and Other State Residents

Residents of states that have enacted comprehensive consumer privacy laws have rights similar to those described above, including:

- Right to access personal data we process about you.
- Right to correct inaccurate personal data.
- Right to delete personal data.
- Right to data portability (receive a copy in a portable format).
- Right to opt out of targeted advertising, sale of personal data, and profiling.

To exercise these rights, contact us using the information in Section 12. We will respond within the timeframe required by your state's law (generally 45–60 days). If we deny your request, you may appeal by submitting a written appeal to us, and we will respond within 60 days.

### **9.3 Nevada Residents**

Nevada residents may submit a request to opt out of the sale of personal information under NRS Chapter 603A. We do not currently sell personal information, but you may submit opt-out requests to us at the contact information in Section 12.

### **9.4 New York Residents**

We comply with the New York SHIELD Act and maintain reasonable data security practices. New York residents who are affected by a data breach involving their private information will be notified as required by law.

## **10. Email Communications and Opt-Out**

We send transactional emails (membership confirmations, event registrations, payment receipts) and promotional emails (industry news, event announcements, Publish Magazine). You may opt out of promotional emails at any time by clicking the "unsubscribe" link in any email or contacting us directly. Opting out of promotional emails does not affect transactional communications.

## **11. Third-Party Links**

Our website may contain links to third-party websites, including partner businesses and social media platforms. We are not responsible for the privacy practices of those websites. We encourage you to review their privacy policies before providing personal information.

## **12. Contact Us / Submitting Requests**

To exercise privacy rights, ask questions, or submit requests:

- Email: [office@communitypublishers.com](mailto:office@communitypublishers.com)
- Mail: Association of Community Publishers (ACP), 8119 Circuit Rider Path, Cicero, NY 13039
- Phone: (877) 203-2327

We will acknowledge your request within 10 business days and respond fully within the timeframe required by applicable law.

### **13. Updates to This Privacy Policy**

We may update this Privacy Policy from time to time. The updated policy will be posted on our website with a revised effective date. For material changes, we will provide additional notice (such as an email or a notice on our homepage) where feasible. Your continued use of our services after the effective date constitutes acceptance of the updated policy.