***NELA NY Privacy/Disclaimer Statement***

This statement outlines privacy policies and practices of the National Employment Lawyers Association / New York Chapter, and contains a disclaimer of liability. NELA NY respects the privacy of its members and visitors to our web site. This statement may be occasionally revised; any changes will be reflected on this page.

***Personal Information***

Personal information; including but not limited to addresses, phone numbers, and e-mail addresses, is collected for membership, subscriptions, event registrations, and purchase of NELA NY products. This information is occasionally shared with third parties for promotional mailings, but NELA NY restricts such third parties who assist with NELA NY’s mailings from otherwise using or retaining such information.

***General Data Protection Regulation***

The information being collected within our forms is only the information you provide. Additionally, we use cookies on our website to track visitors and collect data to make the user experience better.

We retain your personal information to provide services to you and as otherwise necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We will retain your personal information until we have no ongoing legitimate business need to process your information. At which time, we will either delete or anonymize it, unless we are legally allowed or required to retain your personal information for longer, including situations such as:

If there is an unresolved issue relating to your account or an unresolved claim or dispute we will retain the necessary personal data until the issue is resolved;

Where we are required to retain your personal data for legal, tax or accounting requirements;

To detect and prevent abuse of our services, illegal activities, and breach of our Terms of Use or other policies;

Where necessary for our legitimate business interests such as fraud prevention or to maintain the security of our users.

At any time you may remove yourself from our mailing list as well as from our database and analytics by contacting us via the information below.

***E-mail***

NELA NY uses members' e-mails to contact you regarding membership and member service changes as well as for distributing information that members, may find useful in their practice or advocacy. NELA NY does not share this information. To change your e-mail address in our database, please login and update your contact information.

M***embership Directory***

The NELA NY on-line membership directory is a members-only benefit, which can only be accessed with a valid user name and password. NELA NY makes every effort to ensure this information is not available to the general public. However, since nothing on the Internet is 100% secure, NELA NY cannot be held responsible for any hack or website breach which results in data shared without permission by any individual member.

***Credit Card Information***

Credit card information is collected only to bill for specific services such as event registration, membership dues payment, and purchasing of products. Please see the Security section below. We will process your data in a proper manner and shall take appropriate security measures to prevent unauthorized access, disclosure, modification, or unauthorized destruction of it. Data processing is carried out using computers and/or IT enabled tools, following organizational procedures strictly related to the purposes of this website. In addition to the data controller, in some cases, your data may be accessible to certain types of persons involved with the operation of the website (administration, staff and any authorized agents).  The updated list of these parties may be requested from us at any time.

Place of Data -- The data is processed at our office and in any other places where the parties involved with the processing are located. The data is stored on a secure cloud infrastructure.  For further information, please contact us.

Retention of Data -- The data is kept for the time necessary to provide the service requested by you, or stated by the purposes outlined in this document. Based on our membership organization procedures, we store data in perpetuity unless you ask us to remove it.  You can always request that we suspend or remove your data by contacting us at the address and email provided in the Definitions section or below.

Legal Action -- Your personal data and website activity may be used for legal purposes by us, in court or in the stages leading to possible legal action arising from improper use of this website or the related services.

Requests for Data -- You acknowledge that NELA NY may be required to reveal personal data upon request of public authorities.

***Cookies***

A “cookie” is a very small text file placed on your hard drive by a web page server. Cookies cannot be executed as code or deliver viruses. It is uniquely yours and can only be read by the server that gave it to you. These text files are not used to identify or track you. The general purpose of a cookie is to tell the server that you returned to that web page. NELA NY uses cookies to improve some of our services, such as the Listserv and our shopping cart. For example, cookies can save you time when filling out a form by populating it with information you provided in previous visits. Most browsers are set to automatically accept cookies but can be set otherwise.

***Links***

NELA NY offers many links to other sites our members may find useful. NELA NY is not responsible for the privacy practices or content of those sites.

***USER RESPONSIBILITIES***

Certain password-protected sections of the NELA NY website contain confidential documents and information.  These materials are for use only by NELA NY members.  Any other use will constitute copyright infringement and theft, subjecting the violator to civil and criminal prosecution.  These documents cannot and shall not be used against any NELA NY member.

Practice materials are provided only for use of attorneys who are NELA NY members. Our members should not rely on these samples but should, instead, independently decide what pleadings or discovery language to use.

Attorney volunteers provide practice materials as a public service. They are not endorsed by or approved by NELA NY. NELA NY does not provide legal advice to attorneys. NELA NY also does not provide legal advice to people who are not attorneys.

If you opt to create an account and select a unique login and password, you must keep your information confidential.  When connected to the Internet through an unsecured network or when using a public computer, it is your responsibility to take appropriate measures to maintain the confidentiality, such as logging off and closing the Internet browser.

Your login information is unique to you and you may not allow any third party to use it under any circumstances.  You must contact NELA NY immediately if you believe there is or may have been any unauthorized use of your login information, or otherwise wish to deactivate your login information due to security concerns. NELA NY is not liable for any harm caused by or related to the theft, misappropriation, disclosure, or unauthorized use of your login information.

***Security Statement***

The National Employment Lawyers Association New York Chapter's web site includes security features to make our members and visitors use of [www.nelany.com](http://www.nelany.com) as worry free as possible.

NELA NY offers a range of member services on-line only to current members. These services include on-line registration, access to our databanks, and on-line purchasing of our products. Since these services often require personal information or information meant only for members of our organization, we attempt to make transmission of this information as secure as possible.

Any information necessary for e-commerce transactions are protected by SSL, the Secured Socket Layer protocol used by many web sites. SSL works by using a private [**key**](http://webopedia.internet.com/TERM/S/key.htm) to [**encrypt**](http://webopedia.internet.com/TERM/S/encryption.htm) data that's transferred over the SSL connection. All member services are accessible only to current members with a valid user id and password. You should view our Privacy Statement.

NELA NY welcomes your comments, questions or suggestions regarding our security statement.

***Disclaimer***

The National Employment Lawyers Association – New York Chapter operates a lawyer referral service, the National Employment Lawyers Association Referral Service or “NELARS.” However, NELA NY does not itself provide legal advice. NELA NY is not responsible as an organization for advice received by anyone from anyone you may contact from this site, including any attorney(s) you are referred to through NELARS. By using this site; nelany.com, and/or by using NELARS, you are agreeing that under no circumstances will the organization, NELA NY or any lawyer listed on this site be responsible for (1) any information contained on or omitted from this site, and (2) any person’s reliance on any such information and the consequences of any action taken in reliance on such information provided by or as a result of this website. NELA NY is not responsible for any person’s satisfaction with any lawyer referred through NELARS, the results of any advice provided by a NELARS referred lawyer, or the failure or refusal of any such attorney to respond or consult with you. Should members of the public choose to contact an attorney from this site (via electronic mail or other means of communication), or through NELARS, they are advised not to disclose information they regard to be confidential until the NELA NY attorney verifies that the firm does not represent other firms or entities involved in the matter and that the firm is willing to consider accepting representation.

***Contacting NELA NY***

NELA NY welcomes your comments, questions or suggestions regarding our privacy statement and practices. Please contact Roseni Plaza, our Executive Director at 212.710.2722, [nelany@nelany.com](mailto:nelany@nelany.com).