

## **TWU Local 555 Privacy Policy**

This page is to inform you of the privacy practices of Transport Workers Union of America, AFL-CIO, Local 555 ("TWU Local 555", "TWULocal555", or "We") regarding the collection, use, and disclosure of personal data when you use our websites, mobile applications, and any/all other services we provide, and the choices you have associated with that data.

TWU Local 555 operates the TWULocal555 websites and mobile applications (the "Services").

We use your data to provide, confirm access, and improve the Services. By using the Services, you agree to the collection and use of information in accordance with this policy.

### **Information Collection**

We collect several different types of information for various purposes including member verification and to provide and improve our Service to you. We also periodically receive information from Southwest Airlines ("The Company") used in the process of member verification. This information is kept encrypted, secured, and available to only those with a work-related need.

### **Types of Data Collected & Use**

- Personal Data

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Name
- SWA Employee number
- Location (Station/Department)
- Email Address
- Phone number

We use the collected data for various purposes:

- To provide and maintain our Services
- To notify you about changes to our Service
- To allow you to participate in interactive features of our Service when you choose to do so
- To provide customer support
- To gather analysis or valuable information so that we can improve our Services
- To monitor the usage of our Service
- To detect, prevent and address technical issues
- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information

We may use your Personal Data to contact you with newsletters, surveys, marketing, or promotional materials and other information that may be of interest to you. You may opt-out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

### **Disclosure & Transfer of Data**

TWU Local 555 may disclose potentially personally-identifying and personally-identifying information only to those of its employees, contractors and affiliated organizations that (i) need to know that information in order to process it on the Local's behalf or to provide services available at the Local's websites, and (ii) that have agreed not to disclose it to others. Some of those employees, contractors and affiliated organizations may be located outside of your home state, province, country, or other governmental jurisdiction; by using the Local's websites, you consent to the transfer of such information to them. TWU Local 555 will not rent or sell potentially personally-identifying and personally-identifying information to anyone. Other than to its employees, contractors and affiliated organizations, as described above, TWU Local 555 discloses potentially personally-identifying and personally-identifying information only in response to a subpoena, court order or other governmental request, or when TWU Local 555 believes in good faith that disclosure is reasonably necessary to protect the property or rights of TWU Local 555, third parties or the public at large. If you are a registered user of a TWU Local 555 website and have supplied your email address, TWU Local 555 may occasionally send you an email to tell you about new features, solicit your feedback, or just keep you up to date with what's going on with TWU Local 555 and our products. If you send us a request (for example via email or via one of our feedback mechanisms), we reserve the right to publish it in order to help us clarify or respond to your request or to help us support other users. TWU Local 555 takes all measures reasonably necessary to protect against the unauthorized access, use, alteration or destruction of potentially personally-identifying and personally-identifying information

### **Security of Data**

The security of your data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is totally infallible. TWU Local 555 will take all the steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and /or looking for "https" at the beginning of the address of the Web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.