

## **Texas FormSource Privacy Policy**

### **What is personal information?**

Personal Information is an individual's first name or initial and last name in combination with any of the following:

1. birth date;
2. social security number or other government issued identification number (including Driver's License number);
3. mother's maiden name;
4. unique biometric data (fingerprint, voice print, retina image);
5. unique electronic identification number or routing code;
6. telecommunication access devices including debit or credit card information;  
or
7. financial institution account or information.

### **How is Personal Information collected?**

The Texas Association of REALTORS® (“TAR”) obtains Personal Information from subscription fees made by credit card.

In addition, TAR collects the following types of information (“Other Information”) from Texas FormSource subscribers:

1. You may provide us with contact information;
2. You may provide us with your Texas real estate license number and other related license information; and
3. You may provide us with information regarding any firm affiliations, professional titles, and professional designations.

### **How and when is the information used?**

Personal Information is used for subscribers during their subscription sign-up process. Credit card information may be used for payment of subscription fees.

Other Information collected is used in the following ways:

1. To notify you of updates to our site, relevant products and services, and upcoming events and programs; and
2. To track usage of the site.

You may opt-out of receiving updates through this website at any time by contacting us by e-mail at [info@texasformsources.com](mailto:info@texasformsources.com).

### **How is the Personal Information protected?**

Electronic records are protected under an access name and password and Personal Information such as credit card numbers are encrypted such that only the last four digits are visible on a computer screen.

TAR exercises reasonable discretion when discussing any Personal Information with others and releases Personal Information to others only as described by this policy.

### **Who has access to the information?**

The following persons have access to the Personal Information in TAR's files:

1. the Association Executive;
2. the Membership Coordinator;
3. the Vice President/Chief Operating Officer; and
4. the Controller.

Personal Information from an individual may be discussed with others only as is reasonably necessary to provide the services the individual seeks from TAR.

If TAR is required by law to allow others to access the Personal Information in its files, TAR will comply with the law (for example, compliance with court orders, subpoenas, or governmental investigations). TAR will also allow law enforcement agencies access to the Personal Information in order to cooperate with such investigations.

TAR will not sell, rent, or otherwise provide the Other Information except:

1. When required by law or valid legal process, or to protect the personal safety of our members or the public; or
2. When a subscriber joins a local association of REALTORS®, TAR will share the Other Information with that local association of REALTORS®.

### **How is the information disposed?**

TAR uses reasonable measures to dispose of Personal Information. Personal Information is usually disposed of by erasing electronic files by means that make the files unreadable or undecipherable, or by eradicating Personal Information from electronic files in ways that make the information unreadable.

### **Erroneous Records**

If TAR erroneously reports information to a consumer reporting agency, TAR will act to correct the information in TAR's records and request the reporting agency to correct the information in its records promptly after TAR has learned and determined that the report was in error.

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