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Title: PASS – Privacy Policy
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Privacy Policy

Purpose

This policy establishes standards and responsibilities for the ethical, safe, and effective handling of data and sensitive information within Public Affairs Support Services, Inc. (PASS). It ensures compliance with applicable laws, protects sensitive data, and promotes transparency, and accountability.

Information We Collect

Information You Provide

- Name
- Occupation
- Email address
- Company name
- Company address
- PAC Contributions
- PAC Disbursements
- Various PAC related management elements

Information Collected Automatically

- IP address
- Browser type and device information
- Usage data (pages visited, features used, timestamps)
- Cookies and similar tracking technologies

Client Data (Facilitated by PAC administrators)

When you use our Service, you may upload or process personal data (PII) relating to your eligible individual population. Other PAC activity, such as disbursements or event information, is also provided by PAC administrators or their agents. We process this data based on the services that you have contracted.

How We Use Information

We use personal information to:

- Provide Compliance and Website services
- Authenticate users and manage accounts
- Process data files

How We Utilize Your Data

We do not sell any aspects of your data.

We do not share any aspects of your data with sub-processors.

We transmit data via secure reporting tools to:

- The Federal Election Commission (FEC)
- State election commissions (as required)
- Your HR department

Data Retention

We retain personal information only for as long as necessary to:

- Satisfy requirements set forth by the FEC or State election commissions.
- Meet contractual and legal requirements
- Resolve disputes and enforce agreements

Data is retained according to PASS' data retention agreement with you.

Data Security

We implement appropriate technical and organizational measures, including:

- Encryption of data in transit and at rest
- Access controls and Principle of Least Privilege policies
- Regular security monitoring and updates

Cookies & Tracking

We use cookies for:

- Authentication
- Analytics
- Performance optimization

You can manage cookies through your browser settings.