

Privacy Notice

The Natural Gas Association of Georgia ("NGAG" or "we"), a non-profit corporation organized under the laws of the State of Georgia, is the owner or operator of the web site located at www.ngaofgeorgia.org ("Web Site"). NGAG respects your privacy and has adopted this privacy notice ("Notice") to inform you of how we collect, use, disclose and protect Personal Information on this Web Site. "Personal information" is personally identifiable information about an individual person, as more particularly described under applicable privacy laws, and includes a person's name, postal address, e-mail address, and telephone number. By using the Web Site, you agree to the terms contained in this Notice.

ATTENTION: If you do not agree with this Notice, please do not use our Web Site.

This Notice applies to all information you submit on or through the Web Site, and notifies you of:

- What Personal Information is collected through our Web Site
- Our use and disclosure of Personal Information
- Choices you have regarding our collection and use of Personal Information
- Security Procedures
- How you can contact us

This Notice does not apply to any third party (such as our affiliates or members), including through any application, content, or advertising) that may link to or be accessible from the Web Site.

Updates and Changes. We may update the Notice on this Web Site from time to time by posting updated versions of the privacy notice here. As we may make changes to this Notice, we suggest that you review this Notice each time you access and use the Web Site. By continuing to use the Web Site, you agree to this Notice and any updates.

Notice Scope. This Notice applies to the Web Site only and does not necessarily reflect practices with respect to information gathered through other sites that we or our organization members operate or the collection of information through off-line means. The Notice does not apply to practices of companies whose sites may be linked to the Web Site or accessed through this Web Site ("Linked Sites"). For access to the privacy policies of those Linked Sites, please refer to the policies provided on those sites.

Consent to Processing and Transfers of Information. The servers that make the Web Site available and that store the information that is collected are located in the United States of America ("USA"). If you are located outside the USA, please note that the information you provide will be transferred to the USA. The laws of the USA may not provide the same level of legal data protection as the country from which you access the Web Site. By using the Web Site and submitting Personal Information to NGAG, you consent to such transfers and the processing by NGAG of information as described in this Notice and you authorize this practice.

What Personal Information is Collected. NGAG collects Personal Information on or through this Web Site when you: (i) send us an e-mail to request information, promo codes, or related information from NGAG; (ii) submit feedback, questions or comments to us; (iii) submit a comment or feedback through the Web Site; or (iv) otherwise provide information to us through the Web Site. On such occasions, the Personal Information collected by or on behalf of NGAG may include, without limitation: your name, address, email address, title, company name, web site address, and telephone number. You may also be asked to respond to additional questions to help us meet your needs.

Non-Personal Information. We may collect certain non-personally identifiable information automatically when you visit the Web Site. This information may include, but is not limited to, records information from server logs found on your browser, your IP address and the type of web browser you are using to access the Web Site. This automatically collected information provides us with information regarding the use of the Web Site. We may aggregate, use and share certain non-personally identifiable information and statistical information for research or marketing purposes.

Our Use and Disclosure of Personal Information.

NGAG will not share, sell or rent Personal Information to any third party except as provided below:

- **Business Uses.** NGAG uses the Personal Information you provide to us: (i) to process and fulfill the requests; (ii) correspond with you regarding your questions and proposals; and (iii) to protect you, and us, against error and fraud and for archival purposes; (iv) in any other way we may describe when you provide the information; or (v) for any other purpose with your express or implied consent. If you submit proposals or requests to us for information, promotional codes, or

related materials, we may use or share with our business partners and members the Personal Information that you provide 1) to contact you about natural gas products and services or NGAG projects, opportunities, and proposals about which you have requested information, and 2) to send you promotional and industry information from and about NGAG and its members. Please be aware that any Personal information shared with third parties in accordance with this Notice will then be governed by the privacy policies of those third parties. Personal Information may be transferred as an asset in connection with a corporate reorganization or other change of control.

- **NGAG Members.** NGAG is a non-profit organization that is comprised of natural gas providers in the state of Georgia and other businesses and individuals who support the NGAG mission statement. Please consult the Web Site for NGAG's member directory. When you submit Personal Information to us on or through this Web Site, we may share the Personal Information you submit and the information and materials submitted by you with our members and participants and attendees of NGAG committees. By submitting information, you acknowledge and agree that this information shall not be treated as confidential or proprietary to you and may be shared with third parties as provided in this Notice.
- **Service Providers and Vendors.** We may share certain Personal Information we collect about you with third parties who perform services for us or with whom we contract for the purposes described in this Notice. For example, we may use third parties to host our Web Site, operate certain of its features, print or send mailings and email communications, authorize and process payments, provide customer service, facilitate registration for a workshop or conference, or assist in fulfilling requests. These third-party service providers are given the Personal Information that they need to perform their designated functions and services for us and we do not authorize them to use or disclose Personal Information for any other purpose.
- **Required Disclosures.** NGAG may disclose Personal Information that you provide to us to a third party if NGAG is required by law to disclose that information. For example, NGAG may be required to disclose Personal Information to respond to a subpoena, court order or other legal process. We may also disclose this information in response to a law enforcement agency's request or where we believe it is necessary to investigate or address unlawful acts or acts that may endanger the health or safety of a consumer or the general public, to verify or enforce compliance with the terms of use and policies that govern this Web Site or as otherwise permitted by law. NGAG may also disclose, in its reasonable discretion, your Personal Information to parties who claim that any of your submissions to the Web Site violate their rights.

General Audience Website. The Web Site is considered a general audience site and is not intended to be used by children. NGAG is concerned about the privacy of young children and does not seek to collect Personal Information from persons under the age of 13. We offer our services and our Web Site for use by adults. No information should be submitted to or posted at this Web Site by children without their parent's or guardian's consent.

Use of Cookies and Analytics Services. Cookies are pieces of information that a Web Site transfers to an individual's hard drive for record-keeping purposes while at the website. NGAG does not share information transferred through cookies with any third parties. NGAG does not use cookies to identify individuals or to retrieve information from your computer that was not originally sent in a cookie. Cookies help make NGAG better by showing us how and when guests use the Web Site. They do not, however, gather user specific information about persons who use the Web Site. Most browsers are initially set to accept cookies. If you prefer, you can set yours to refuse cookies. However, it is possible that some areas of the Web Site will not function properly if you do so. NGAG also employs Google Analytics web analytics services to continuously improve the Web Site by collecting data about traffic using cookies and other identifiers. You may opt-out of Google Analytics directly with Google at the following link or its successor web address: <https://tools.google.com/dlpage/gaoptout/>.

Choices You Have. The provision of Personal Information on or through this Web Site is voluntary. If you do not wish to provide Personal Information, you are free not to do so. Your provision of requested Personal Information to us on or through our Web Site or other means is presumed by us to be voluntary and with your consent to the uses described herein. However, in some cases, only persons who provide the requested Personal Information will be able to submit requests to us and participate in the full range of the Web Site's activities and offerings.

Security. We employ various reasonable security measures designed to help protect the Personal Information that we collect about you. We have instituted security procedures and measures to protect

our servers and networks that store Personal Information. Unfortunately, no transmission of information over the Internet can be guaranteed to be 100% secure and therefore we cannot ensure or warrant the security of any such information. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Web Site.

Managing Personal Information. NGAG reserves the right to retain any Personal Information reasonably necessary to appropriately document its business activities and for archival and record retention purposes. We will store Personal Information for as long as reasonably necessary for the purposes described in this Notice. You have the right to request corrections to Personal Information we have collected via the Web Site through the means provided on the Web Site or by sending a request to NGAG as provided below under "Questions about our Notice."

Questions about our Notice. If you have any questions regarding your privacy, the Notice, or feel that this Web Site is not following its stated information Notice, you can send a request with your concerns or any further questions to us by e-mail at:

Natural Gas Association of Georgia.
Attn: Nicole Graham
Municipal Gas Authority of Georgia
678-819-0905
info@gasauthority.com

Last Updated: February 20, 2017