### ONLINE REGISTRATION FOR MARLCNA

Online registration is available on the regional website marscna.org.

The finalized flyer is sent by the registration chair/vice-chair to the MARSCNA website chair/vice-chair to upload the flyer to the website.

The registration form can be completed and submitted via the website, with payments processed through the Square POS application. Credit card information is not handled directly by the committee. Deposits are sent directly to the linked MARLCNA bank account.

The Square POS Application accepts payments for all major credit cards. There is a fee per transaction of 2.9% plus 30 cents assessed by Square. It is the responsibility of the registration committee to recommend what part of Square's fee will be absorbed by the registrants and informs MARLCNA accordingly.

The chair of the Registration Committee will set up an account at ecwid.com so the bookkeeper can access the information. The bookkeeper will document the online registrations on a ledger separate from pre-registrations received in the mail.

Online registration follows the same guidelines for mail-in registrations.

# **Square Security Information**

# **INFORMATION WE COLLECT ABOUT YOU**

We need to collect information about you to provide you with the Services or the support you request. The type of information we collect can vary depending on the country from which you access our Services. Additionally, you can choose to voluntarily provide information to us.

### Information You Provide:

We collect information you provide when you upload or send to or through our Services (including information you provide when you request delivery of a digital receipt or schedule an appointment), communicate with us, answer our surveys, upload content, make a payment at a Square Seller, or otherwise use or access the Services.

We collect information from you.

**Identification Information**: Your name; email address; mailing address; phone number; government-issued identification; or other historical, contact, and demographic information, and signature(for example, when you sign a receipt at a Square Seller).

**Financial Information:** Bank account and payment card numbers.

**Transaction Information:** When you use our Services to make or record payments, or request delivery of a digital receipt, we collect information about when and where the transactions occur, the names of the transacting parties, a description of the transactions, the payment or transfer amounts, billing and shipping information, and the devices and payment methods used to complete the transactions.

**Other Information You Provide:** Information that you voluntarily provide to us, including your survey responses; participation in contests, promotions, or other prospective seller marketing forms or devices; suggestions for improvements; referrals; or any other actions performed on the Services.

### SECURITY

We take reasonable measures, including administrative, technical, and physical safeguards, to protect your information from loss, theft, misuse, and unauthorized access, disclosure, alteration, and destruction. Nevertheless, the internet is not a 100% secure environment, and we cannot guarantee absolute security of the transmission or storage of your information. We hold information about you both at our own premises and with the assistance of third-party service providers.

For more information about our security practices, please visit <a href="https://squareup.com/security">https://squareup.com/security</a>.