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PREFACE

AADH MANAGEMENT DOCUMENTS

AADH Bylaws
AADH Procedures Manual
AADH Administrative Policies
Contracted Agreements

All can be found at DropBox
<https://www.aadh.org/>

OTHER MANAGEMENT REQUIREMENTS

State Incorporation law of Florida
IRS 501(c)3 Non-profit tax regulations
Roberts Rules of Order, Newly Revised

All policies adopted by the AADH Governing Council shall be considered as binding as the Bylaws of the AADH, and the Policy Manual shall be organized and maintained by the AADH Governing Council.

All duties listed in the Operations Manual shall be considered as binding as the Bylaws of the AADH, and the Operations Manual shall be maintained and revised by the AADH Governing Council.

INCORPORATION

Incorporated in Florida State – requires annual report with fee

INDEMNIFICATION

AADH Bylaws Article IX Indemnification

AADH Central Office
admin@aadh.org
201-429-3002

CRITERIA FOR COURSE APPROVALS

When reviewing biographical documents for course approvals, the following should be included:

- education,
- work experience,
- membership in professional organizations & positions held,
- honors received,
- presentations made, and
- authored articles.

An hour of continuing education as identified in Bylaws equals one Continuing Education Unit (CEU). This terminology is common among various continuing education approval agencies

CRITERIA FOR FELLOWSHIP ELIGIBILITY

- Be an active member in AADH for three consecutive years.
- Provide documentation of achievement of a Baccalaureate degree or higher, issued by an accredited institution of higher learning, verified by a nation's accrediting body at the level of the US Department of Education.
- Fulfill 3 of 4 additional criteria:
 - Document advanced education of at least 100 hours in the specialty or field.
 - Document active participation in the specialty or field via practice, published research or poster/clinic presentations at national or international hygiene meetings, or having served elected leadership positions in hygiene associations.
 - Present a continuing education course which meets AADH guidelines for course approval.
 - Advanced the cause of the specialty/field in some community related significant manner.

GENERAL RESPONSIBILITIES OF LEADERSHIP

- Performs duties and carries out responsibilities as delegated by the Bylaws, Governing Council, Administrative Policies, and Procedures Manual.
- Participates as an elected officer or appointed leader of AADH
- Participates as required in meetings of Executive Committee and Governing Council
- Promotes membership
- Submits reports to the Governing Council AND PRESIDENT in a timely manner
- Submits expenses within budgeted guidelines in a timely manner

VIRTUAL MEETINGS

Quarterly, Special, & Annual Virtual meetings: The President will arrange and manage the virtual platform, as well as notify members of the links needed to participate. The President will manage the screen-sharing but may designate particular members to screen-share as needed. President will compile reports and agenda, and share those links as well.

Work Group Meetings: The President may appoint another leader to arrange, manage, notify, and screen share if appropriate for the work group. That leader will compile reports and agenda for the meeting.

VOTING

When voting on issues in Governing Council, voters should:

- Recuse themselves from voting when they have nominated another.
- Recuse themselves from voting when they have been nominated.
- Vote in best interests of AADH and not of any individual's interests.

LAPTOP COMPUTER

The AADH laptop computer shall remain in the custody of the Executive Director.

Use is restricted to Academy related business by approved individuals.

Emails are checked and responded to in a timely manner. A response within 48 hours between normal business days of Monday-Friday and excluding regularly accepted federal holidays is considered timely.

Emails are referred to the appropriate individual(s) for action and copied to the President.

A computer folder with subject-labelled files is maintained for AADH documentation purposes by the Executive Director.

Routine maintenance and upgrades to the AADH computer is the responsibility of the AADH and a function of the Executive Director.

Documents and files maintained on the AADH computer are the property of the Academy.

The computer shall be returned to the current President of the AADH within 3 business days of contract termination of the Executive Director.

The laptop will have a functioning virus protection program.

Files are to be backed up on external hard drive and/or flash drives and/or cloud storage.

PRIVACY POLICY

1. INTRODUCTION

This privacy notice provides you with details of how we collect and process your personal data through your use of our site **aadh.org**. By providing us with your data, you warrant to us that you are over 18 years of age.

The American Academy of Dental Hygiene (AADH) is the data controller, and we are responsible for your personal data (referred to as “we”, “us” or “our” in this privacy notice).

Contact Details:

Full name of legal entity: **The American Academy of Dental Hygiene**

Email address: **admin@aadh.org**

Postal address: 311 14th St #2 Union City, NJ 07087

Details of our Representative: **Executive Director Danni Gomes** admin@aadh.org

It is very important that the information we hold about you is accurate and up to date.

Please let us know if at any time your personal information changes by emailing us.

2. WHAT DATA DO WE COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUND WE PROCESS IT?

Personal data means any information capable of identifying an individual. It does not include anonymized data.

We may process the following categories of personal data about you:

Communication Data that includes any communication that you send to us whether that be through the contact form on our website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance or defense of legal claims. Our lawful ground for this processing is our legitimate interests which in this case are to reply to communications sent to us, to keep records and to establish, pursue or defend legal claims.

Customer Data that includes data relating to any purchases of goods and/or services such as your name, title, billing address, delivery address, email address, phone number, contact details, purchase details and your card details. We process this data to supply the goods and/or services you have purchased and to keep records of such transactions. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract.

User Data that includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain back-ups of our website and/or databases and to enable publication and administration of our website, other online services and business. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business.

Technical Data that includes data about your use of our website and online services such as your IP address, your login data, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone settings and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system. We process this data to analyze your use of our website and other online services, to administer and protect our business and website, to deliver relevant website content and advertisements to you and to understand the effectiveness of our advertising. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business and to grow our business and to decide our marketing strategy.

Marketing Data that includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our promotions such as competitions, prize draws and free giveaways, to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests which in this case are to study how customers use our products/services, to develop them, to grow our business and to decide our marketing strategy.

We may use Customer Data, User Data, Technical Data and Marketing Data to deliver relevant website content and advertisements to you (including Facebook adverts or other display advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is legitimate interests which is to grow our business. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

Sensitive Data

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

Where we are required to collect personal data by law, or under the terms of the contract between us and you do not provide us with that data when requested, we may not be able to perform the contract (for example, to deliver goods or services to you). If you don't provide us with the requested data, we may have to cancel a product or service you have ordered but if we do, we will notify you at the time.

We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary. For more information on this please email us at **admin@aadh.org** In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.

We may process your personal data without your knowledge or consent where this is

required or permitted by law.

We carry out automated decision making or any type of automated profiling, relating to our goods and/or services that are offered to you on our website. We process automation to inform our customers of important dates such as membership expiration dates. As well as to update our database. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

3. HOW WE COLLECT YOUR PERSONAL DATA

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us emails). We may automatically collect certain data from you as you use our website by using cookies and similar technologies. Please see our cookie policy for more details.

We may receive data from third parties such as analytics providers such as Google, advertising networks such as Facebook, such as search information providers such as Google, providers of technical, payment and delivery services, such as data brokers or aggregators.

We may also receive data from publicly available sources.

4. MARKETING COMMUNICATIONS

Our lawful ground of processing your personal data to send you marketing communications is either your consent or our legitimate interests (namely to grow our business).

Under the Privacy and Electronic Communications Regulations, we may send you marketing communications from us if (i) you made a purchase or asked for information from us about our goods or services or (ii) you agreed to receive marketing communications and, in each case, you have not opted out of receiving such communications since. Under these regulations, if you are a limited company, we may send you marketing emails without your consent. However, you can still opt out of receiving marketing emails from us at any time.

Before we share your personal data with any third party for their own marketing purposes, we will get your express consent.

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by emailing us at admin@njdha.org at any time.

If you opt out of receiving marketing communications this opt-out does not apply to personal data provided because of other transactions, such as purchases, warranty registrations etc.

5. DISCLOSURES OF YOUR PERSONAL DATA

We may have to share your personal data with the parties set out below:

Other companies in our group who provide services to us.

Service providers who provide IT and system administration services.

Professional advisers including lawyers, bankers, auditors, and insurers.

Government bodies that require us to report processing activities.

Companies who sponsor and/or partner with us on our events.

Third parties to whom we sell, transfer, or merge parts of our business or our assets.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties

to process your personal data for specified purposes and in accordance with our instructions.

6. INTERNATIONAL TRANSFERS

We share your personal data within our group of companies.

We are subject to the provisions of the General Data Protection Regulations that protect your personal data. Where we transfer your data to third parties, we will ensure that certain safeguards are in place to ensure a similar degree of security for your personal data. As such:

We may transfer your personal data to countries that provide an adequate level of protection for personal data.

If we use European Union -based providers that are part of the US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place; or

Where we use certain service providers who are established outside of the USA, we may use specific contracts or codes of conduct or certification mechanisms approved by the United States Commission which give personal data the same protection it has in Europe.

If none of the above safeguards is available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time.

7. DATA SECURITY

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorization. We also allow access to your personal data only to those employees and partners who have a business need to know such data. They will only process your personal data on our instructions, and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

8. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for we look at its amount, nature and sensitivity, potential risk of harm from unauthorized use or disclosure, the processing purposes, if these can be achieved by other means and legal requirements.

For tax purposes the law requires us to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they stop being customers.

In some circumstances we may anonymize your personal data for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. YOUR LEGAL RIGHTS

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing,

to portability of data and where the lawful ground of processing is consent to withdraw consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> If you wish to exercise any of the rights set out above, please email us at **admin@aadh.org**

You will not have to pay a fee to access your personal data or to exercise any of the other rights. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive or refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data or to exercise any of your other rights.

This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

10. THIRD-PARTY LINKS

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

11. COOKIES

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see [cookie policy](#).

SOCIAL MEDIA POLICY

CONTENT

The purpose of the American Academy of Dental Hygiene (AADH) Social Media presence is to communicate events, news and items of interest to our followers and community. These products, such as Facebook, LinkedIn, X, etc., provide a quick means of disseminating information.

Certain social media networks may function as discussion boards about particular topics but they are most effective when discussions are streamlined and relevant.

Postings will be moderated by administrators. Moderators will post advertising.

Postings must be restricted to information pertinent to the AADH. The usage of defamatory, harassing or offensive language or misrepresentation is prohibited. This will be removed by an administrator if it is identified.

ADVERTISING

Fees for advertising must be received before approval for posting proprietary, or corporate campaigns for personal or corporate gain. They should not be used for commercial purposes, advertising, personal business or spam. Announcements about member accomplishments and events are appropriate assuming they do not constitute advertising. No sponsored links to sites for monetary gain should be listed unless advertising fees are paid. Followers may be directed to members events but not linked.

RESPECTING INTELLECTUAL PROPERTY

The usage of the AADH logo is reserved for official business. We reserve the right to remove any messages that violate this policy.

LANGUAGE & ETIQUETTE OUTSIDE OF AADH

Members are reminded that you always represent AADH and our profession.

You are reminded to be thoughtful, respectful, mindful of diversities and responsibilities to each other and the public.

BE AUTHENTIC Represent yourself accurately and be transparent about your role at AADH or any event. Correct inaccurate information that is posted when appropriate.

BE SMART Social media is a representation of “real life.” Behavior in social media is no different than in e-mail, public speech, classroom lecture, conversation with friends, or a poster on a wall. Anything considered inappropriate offline is likely also inappropriate online. When in doubt about whether to share or not, think before you click post. It is better to be safe than sorry.

BE THOUGHTFUL Be mindful of what is considered appropriate behavior in different countries and cultures around the world and of how your words, actions, and images may be perceived. Know your audience and think before you post.

BE RESPECTFUL Social media provides a place to foster community and conversation. Adding value is good when on topic and in moderation. Positive and negative content are legitimate parts of any conversation. It's OK to accept the good and bad, but not the ugly. Do not use harmful or disrespectful language or imagery.

COOKIE POLICY

What's a cookie?

- A "cookie" is a piece of information that is stored on your computer's hard drive and which records how you move your way around a website so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyze traffic and for advertising and marketing purposes.

- Cookies are used by nearly all websites and do not harm your system.**

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. By not blocking cookies and continuing to browse you are authorizing the use of cookies. If you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

How do we use cookies?

- We use cookies to track your use of our website. This enables us to understand how you use the site and track any patterns with regards to how you are using our website. This helps us to develop and improve our website as well as products and / or services in response to what you might need or want.

- Cookies are either:**

- Session cookies: these are only stored on your computer during your web session and are automatically deleted when you close your browser – they usually store an anonymous session ID allowing you to browse a website without having to log in to each page but they do not collect any personal data from your computer; or
- Persistent cookies: a persistent cookie is stored as a file on your computer and it remains there when you close your web browser. The cookie can be read by the website that created it when you visit that website again.

- Cookies can also be categorized as follows:**

- Strictly necessary cookies: These cookies are essential to enable you to use the website effectively, such as when buying a product and / or service, and therefore cannot be turned off. Without these cookies, the services available to you on our website cannot be provided. These cookies do not gather information about you that could be used for marketing or remembering where you have been on the internet.
- Performance cookies: These cookies enable us to monitor and improve the performance of our website. For example, they allow us to count visits, identify traffic sources and see which parts of the site are most popular.
- Functionality cookies: These cookies allow our website to remember choices you make and provide enhanced features. For instance, we may be able to provide you with news or updates relevant to the services you use.