



# Bethlehem Parking Authority

## Credit Card Privacy Policy

The Bethlehem Parking Authority will safeguard the confidentiality and security of the information we obtain from you. This notice describes our privacy policy as it relates to the collection, protection and disclosure of such information resulting from credit card transactions only.

## Collection of Information

The Bethlehem Parking Authority will collect and use information obtained from credit card transactions only for business purposes. These business purposes include the payment of permit parking invoices.

## Protecting Your Credit Card Information

The credit card information provided by you to the Bethlehem Parking Authority will be stored in a confidential manner. Our employees may access such information only when there is an appropriate business reason to do so, such as when a refund must be issued back to the credit card. We maintain physical, electronic and procedural safeguards to protect your information, and our employees are required to follow these privacy standards.

## Disclosure of Your Information

The Bethlehem Parking Authority does not disclose any nonpublic information (such as credit card number and their expiration dates) about our customers or former customers to anyone, except as required by law. We disclose information only when it is necessary for the conduct of the Authority, State or Federal government business, or under circumstances where disclosure is required by law. Information may also be disclosed for audit purposes, to regulatory agencies or for other general administrative services. We do not disclose information about you to other entities who may want to sell their products to you.

## Transaction Security

The credit card number stored in our software will not be able to view the entire credit card number after it has been entered. The number will be replaced with a token ID.