

## Triangle BABCNC Privacy Policy: PRIVACY STATEMENT

**Introduction:** The Triangle BABCNC is concerned about the protection of your online privacy, whether you are a member, chapter representative, or general visitor to our web site. As a result, the Triangle BABCNC has made the commitment not to disclose any of your personal information to third parties without your consent. For your protection, we have also established the following privacy statement that is meant to inform you how we collect information and how we use it. Since this policy may change from time to time, we recommend that you refer to it regularly. If you have questions or concerns regarding this statement, you should first contact us by email at: [admin@triangleabcnc.org](mailto:admin@triangleabcnc.org).

**Who we are:** The Triangle BABCNC is part of the largest transatlantic business network, with more than 20 chapters and 2,000 member companies based in major regions throughout North America and the United Kingdom. The website <https://www.triangleabcnc.org/> is wholly owned and maintained by the Triangle BABCNC for communicating with members and general visitors. All Triangle BABCNC operations are funded by membership dues, donations, and sponsorships.

**How to reach us:** Please contact us by email at: [admin@triangleabcnc.org](mailto:admin@triangleabcnc.org).

**What information do we know about you, and how we use it?** Although we may collect certain information from you as discussed below, please be reassured in knowing the following:

- We do not use any information about where you personally go on our Site, nor do we give such information out to third parties;
- We do not give out your name, telephone number, or other personal information, unless you authorize us to do so;
- Unless you are an adult and you personally divulge personal information, we will not give out information prior consent; and
- We will always give you the opportunity to access and correct your personal contact information at any time if for some reason we are in possession of this information for specific reasons as detailed below.

**Personal information that you give us:** There are various areas on our Site where we either require or permit you to transfer personal information voluntarily. We use this personal information only for the specific purpose specified at the time you input such information. In addition, we never divulge such information to third parties without your consent. These areas include:

**Membership Inquiry:** Triangle BABCNC accepts membership inquiries online. These inquiries require that users provide private and personal information as part of the inquiry process for membership within the British-American Business Council.

**Members Area:** Members registered with the Triangle BABCNC website have the ability to receive enhanced services and functionality on our site, specifically in the Members Area of the BABC.org website. In order to become a registrant of the Members Area, we use information derived from our own internal membership records.

**Membership Database:** Available to members exclusively is an online database. This database discloses information about our membership, some of which may be considered private. Disclosure of this information is not made to third parties without prior consent, and every effort is made to ensure that the information is held securely and in a manner that limits the threat of disclosure to parties beyond our control.

Members are allowed to search and use the information contained within the online membership database in a professional manner as part of their membership as long as it meets the terms expressed

during the joining process. Members are urged to report disclosure or use of this information in an inappropriate manner by members or outside parties immediately to the staff of Triangle BABCNC. *Due to technology limits, Triangle BABCNC notifies all members through this policy that it is not a certainty that information contained within the online membership database will be kept from disclosure to outside parties and thus Triangle BABCNC limits itself from liability from disclosure of information from this database that falls outside of reasonable control.*

Information contained within the database is updated on as needed and on-demand basis. If you find an inaccuracy, please report it to the staff of Triangle BABCNC so that corrections can be made to your satisfaction. If you wish that certain information contained within the online membership database not be made available to other members please contact a Triangle BABCNC staff member and request the information be removed.

**Information that we independently derive from your use of our site:** Aside from any information you may actively disclose to us, there is other, less obvious, information that we might gain from you. Generally, we use such information for internal purposes such as to improve the content of our Web pages and/or refine the layout of our pages. This is generalized information that does not compromise your privacy; no information of a personal nature is gathered in this process.

**Computer Information:** We may automatically query your computer for information about your computer system -- such as the speed of your modem, error messages you may have received, or operating system type -- to help us fit our services to your individual needs and to help us diagnose problems you may be having with the use of our system. This information is never disclosed to third parties.

**Aggregate Information:** Our system also automatically gathers information about the areas visitors to our site utilize and view -- commonly referred to as traffic analysis. We use this navigational information in the aggregate to understand how our visitors as a group use the site so that we can make our site better. We do not share any of this information outside of Triangle BABCNC if it in anyway contains information of a private or personal nature -- on average the information gathered is anonymous in nature.

**Cookies:** Cookies are pieces of information that our Web Site transfers to your computer's hard drive in order to make your experience on our Site more efficient. While other sites may use them to gather information that may be considered private, the few cookies in use by the Triangle BABCNC website do not gather information of a private nature. Cookies used only serve to automate certain functions and are limited to storing information for a set period of time after which they are discarded. Cookies built and uploaded to your computer by the Triangle BABCNC website do not contain code that compromise your privacy, and they are not retrieved and read by Triangle BABCNC except when needed to verify use of services.

**IP Addresses:** An IP address is a number that is automatically assigned to your computer whenever you begin service with an Internet Service Provider. Triangle BABCNC collects IP addresses for the purposes of system administration and to audit the use of our Site. Each time you connect to our Site and each time you request one of our pages, our server logs your IP address. Although we log your session with us, we will not normally link your IP address to anything that can enable us to identify you. However, we can and will use IP addresses to identify a user when we feel it is necessary to enforce compliance with our rules or terms of service or to protect our service, Site, users or others.

**When we may be forced to disclose:** Triangle BABCNC may disclose user information in special cases when we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) Triangle BABCNC's rights or property or anyone else that could be harmed by such activities. Triangle BABCNC may also disclose user information when we believe in good faith that the law requires it.

**Links to other sites:** Linking to other sites is an integral part of the functionality of the Internet and therefore of the Triangle BABCNC website. Any link to a page which displays a URL of a non-Triangle BABCNC site in the address window of your browser is a link to a site outside of our service. These links

may be found throughout the Triangle BABCNC website for informational purposes. These other sites may send their own cookies to you, collect data or solicit personal information. Although we review the sites that we link to and make every attempt to ensure their quality, we cannot guarantee and are not responsible for the content of outside sites.

Please keep in mind that whenever you give out personal information on other Web sites, for example via message boards or chat, that information can be collected and used by people you don't know. While Triangle BABCNC strives to protect our visitors' personal information and privacy, we cannot guarantee the security and privacy of any information you disclose at other Web sites and you do so at your own risk.

**A word on BABC Chapter Websites:** The BABC is comprised of individual chapters spread throughout North America and the UK. These chapters build and maintain their own websites for interaction with general visitors as well as their individual membership. The Triangle BABCNC website, <https://www.trianglebabcnc.org/>, links to all of our chapters via the <http://www.babc.org/> website without bias and with the intent to inform. The Triangle BABCNC is not responsible for the content, accuracy, and usability of the individual chapter websites. This Privacy Policy does not extend to any chapter website under any circumstances. Individual chapters of the BABC may disclose their own operating and privacy policies on their independent websites on a case by case basis.

**Email Links:** We use email links located on our various "about" page to allow you to contact us directly with any questions or comments you may have. We read every message sent in and try to reply promptly. This information is used to respond directly to your questions or comments. We may also file your comments to improve the site and program, or review and discard the information. Your personal information is not shared with third parties, except where noted for legal purposes or when legally required.

**Security – General:** This site has security measures in place to protect the loss, misuse and alteration of the information under our control. At no time will you be asked to provide information of a personal nature beyond an email address, except when making inquiry for information or membership. All information submitted to Triangle BABCNC and BABC.org electronically via our website is discarded once interaction that requires given information is completed. No outside organization or entity will be given access to personal information while it is in the possession of Triangle BABCNC except where it is legally required.

**Members Area:** Certain areas of content on the website are considered member only and protected by an encrypted ID and Password system. Members are advised the following:

- To help protect your account, please keep your password secure. We suggest that you, during the joining process, pick a non-obvious password and one that mixes numbers and letters. In addition, we recommend that you do not divulge your password to anyone. Triangle BABCNC will never ask you for your password in an unsolicited phone call or email. Ultimately, you are responsible for maintaining the secrecy of your passwords and any account information.
- Remember to log out of your Triangle BABCNC registered user account and close your browser window whenever you leave your computer. This is to ensure that others cannot access your personal information and correspondence, because your computer may be accessible to others or used in a shared setting such as found at a library or Internet café.
- Triangle BABCNC's policy does not extend to anything that is inherent in the operation of the Internet, and therefore beyond Triangle BABCNC's control, and is not to be applied in any manner contrary to applicable law or governmental regulation.

**Online Polls and Voting:** No personal information will be asked or gathered without permission regarding these activities, when available, on BABC.org.

**Online Credit Card Transactions:** The Triangle BABCNC has setup online functionality to facilitate event registration, purchase of event tables and sponsorships, and online functionality for membership applications and renewals. This functionality allows site visitors and members to transact electronically using their credit card the necessary funds and monies needed for membership and event activities. All

online financial transactions are done through the use of commonly accepted Credit Cards in a secure fashion while other payment options are handled through arrangement and offline.

The online system that takes and processes credit card information online is secure through the use of a SSL certificate. All online transactions are handled by an external and secured web server that is contracted by Triangle BABCNC for the specific purpose of databasing and transaction processing. Secured pages will display a closed 'padlock' at the bottom of the browser in the status bar when loaded and information about the authenticity of the SSL certificate is available by double clicking on the padlock icon.

This SSL certificate ensures the privacy and security of your transaction by encrypting transmitted data and verifying the identity of the receiving computer or server. While it is impossible to ensure all transactions and transmissions of data over an open network such as the internet, the use of SSL does significantly reduce the chance that your private or financial information associated with your transaction are intercepted by a third party. Never the less, the remote possibility that your encrypted data may be intercepted and utilized does exist and therefore Triangle BABCNC makes no specific guarantee or warranty on online financial transactions on SSL secured pages.

**Questions About Security:** If you have any questions about the security at our website, you can send an email to [admin@triangleabcnc.org](mailto:admin@triangleabcnc.org).

**Legal Disclaimer:** We may disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with a legal process served on our Web site.

**Notification of Changes:** We will notify you via our website if there is a material change in our privacy practices. We will also post the changes in our privacy statement 30 days prior to a change being made.

**Your Acceptance of these Terms:** By using this Site, you signify your assent to the Triangle BABCNC Privacy Policy and the Terms of Use. If you do not agree with these policies, please refrain from using the Triangle BABCNC website. Your continued use of the Triangle BABCNC website following a reasonable notice of changes to these terms means you accept those changes and the policy as stated.

If you have questions or concerns regarding this Website's privacy statement and/or terms of use, you should contact us via email to [admin@triangleabcnc.org](mailto:admin@triangleabcnc.org).