



Adopted 05 July 2011

### **Birmingham ISACA Privacy Policy – Your Privacy Rights**

This Privacy Policy describes how The ISACA Birmingham Chapter (“The Chapter”) collects, uses, shares, and retains personally identifiable information you provide. The Policy is effective as of June 07, 2011. The policy was last modified on July 5, 2011. This Privacy Policy applies only to information collected by the ISACA Chapter (“we” or “us”) at <http://www.bhamisaca.com> (the “Site”). It does not apply to information collected or used by ISACA International (“ISACA”) web sites, including ([www.isaca.org](http://www.isaca.org), for the ISACA International Privacy Policy, please visit <http://www.isaca.org/pages/Privacy.aspx>). This Privacy Policy also does not cover the practices of The Chapter’s business partners (such as vendors, sponsors, or advertisers), nor does it apply to personally identifiable information that we collect from or about our consultants, contractors, vendors, sponsors, or advertisers.

#### **Modifications to this Policy**

From time to time, The Chapter may need to update or modify this Privacy Policy, including to address new issues or to reflect changes on our web sites. To the extent required by law, The Chapter will notify you of material changes to this Privacy Policy, including by posting the most recent version of the Privacy Policy and information about the changes from the previous version on The Chapter’s web site.

#### **International Visitors**

If you are providing personally identifiable information and are not a resident of the United States, your country’s laws governing data collection and use may differ from those in the United States, in particular, the U.S. may not provide the same level of protections as those in your own country. By providing information to The Chapter, you are transferring your personal data to the United States, and you consent to the transfer to, retention of and processing of your data in the United States.

#### **Collection of Personally Identifiable Information**

The Chapter collects and maintains a variety of personally identifiable information, including Name, Address, Phone number, and Email addresses. The Chapter collects information directly from you through, for example online registration forms, as well as offline, through exam or event registration forms. Information is collected and maintained from members, exam candidates, those who have been certified by ISACA, applicants, event attendees, speakers, participants in The Chapter programs, purchasers of Chapter products and services, current and past web site users, survey respondents, and others. To the extent that information requested is not required for your participation in a given chapter program, you will be told which information is optional. Should you fail to provide optional information, certain programs or features of The Chapter’s website may not be available to you.



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The Chapter may also maintain information about you that you do not directly provide, whether it is information received from third parties, such as business partners who provide exam administration services, or information The Chapter collects about your activities. For example, The Chapter keeps track of which events you have attended, which boards and committees you have served on, and which offices you have held.

### **Passive Online Data Collection**

The Chapter also collects certain information passively, such as collecting online, non-identifying information through the use of cookies technology and/or Internet Protocol (“IP”) address tracking. Non-personal identification information might include the browser used by you, the type of computer, the operating systems, the Internet service providers, and other similar information. The Chapter system also automatically gathers information about the areas you visit on the Site and about the links you may select from within the Site to other sites. Most browsers are set to accept cookies. You can set yours to refuse cookies, or to alert you when cookies are being sent; however, if you disable cookies, the full functionality of our sites may not be available to you.

On The Chapter Site, there may be certain third-party advertisers whose advertisements contain cookies that collect data from you. Some of those cookies may contain tracking mechanisms that observe your behavior across multiple Sites. The Chapter does not control the use of cookies by advertisers or third parties displaying data on the Site or on the sites you visit using links from the Site.

### **Use, Sharing and Retention of Personally Identifiable Information**

The Chapter uses personally identifiable information for the purposes described at the time of collection or as otherwise described to you; to process your requests; to report to others about whether you are certified or not; as permitted by law to provide you with information about The Chapter, our products and services or other products and services in which we believe you may be interested; or for other legitimate business purposes, including order processing, processing of certification or membership applications, or registering you for event or training programs. We may also use your personally identifiable information to tailor your experience at our sites, to compile and display content and information that we think you might be interested in, and to provide you with content according to such preferences. The Chapter also publishes the names, titles, country and business affiliations of officers, committee members and others who have assisted with initiatives or projects.

The Chapter may share personally identifiable information with third parties for legitimate business purposes, including for the following reasons or in the following circumstances:

- To The Chapter’s volunteers and board members in the execution of their duties



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on behalf of the chapter;

- To ISACA and other ISACA chapters, the IT Governance Institute;
- To investigate potentially fraudulent or questionable activities;
- When we believe it is necessary to cooperate with law enforcement or in response to a government request, including if specifically requested or required, as otherwise permitted by law, and for other valid business purposes of The Chapter.

The Chapter also may use your profile information on an aggregate basis – without personal identifiers – to provide third parties with information, such as to help us develop new features and content for the Site, and to provide Sponsors and others with aggregate information about our users and the usage patterns of the Site.

The Chapter retains personally identifiable information for as long as necessary for its legitimate business purposes, and as otherwise permitted by applicable law.

### **Security**

The Chapter uses reasonable measures to safeguard sensitive personally identifiable information, which measures are appropriate to the type of information maintained, and follows applicable laws regarding safeguarding any such information under our control. The Chapter cannot guarantee, however, that your information will remain secure. The Internet by its nature is a public forum, and The Chapter encourages you to use caution when disclosing information online. Often, you are in the best situation to protect yourself online. You are responsible for protecting your username and password from third party access, and for selecting passwords that are secure.

### **Links to Third-Party Sites**

From time to time, The Chapter will provide links to third-party web sites, or advertisements will contain links to third-party sites. For example, The Chapter may link to a third party who is assisting in or is providing online training services. These links are provided as a service to you. These sites are operated by independent entities that have their own privacy policies. The Chapter's Privacy Policy does not apply to such other sites or to the use that those entities make of your information. The Chapter has no control over the content displayed on such sites, nor over the measures, if any, that are taken by such sites to protect the privacy of your information.



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### **Your Privacy Rights Relating to Certain Information Disclosures**

If you have an established business relationship with us you may request from us a list of the categories of personal information we have disclosed to third parties for those third parties' marketing purposes, and a list of all third parties to whom we have shared that information. We will include in that list the names and addresses of the third parties who received the information and used it (or who we believe may have used it) for their own marketing purposes.

To exercise your rights, you may make one request each year by emailing us at [privacy@bhamisaca.com](mailto:privacy@bhamisaca.com) or writing us at the address listed in the "How to Contact the ISACA Birmingham Chapter and Modify Your Information Preferences" section below. Indicate in your letter that you are making a "Shine the Light" inquiry. Responses to requests sent to this email address or the mailing address listed below will be provided within 30 days.

### **How to Contact the ISACA Birmingham Chapter and Modify Your Information or Preferences**

Questions regarding this Privacy Policy should be directed to the Chapter Privacy Officer by email at [privacy@bhamisaca.com](mailto:privacy@bhamisaca.com). If you would like to modify the types of marketing email messages you receive from The Chapter, you may do so by following the instructions within the body of any email message that you receive from us.

To help us keep your personal information up to date, or to request access to the personal information The Chapter maintains about you, you may contact us at [membership@bhamisaca.com](mailto:membership@bhamisaca.com) or by mail to ISACA BIRMINGHAM CHAPTER, PO BOX 59623, BIRMINGHAM AL 35259-9623.

### **Children**

The Chapter does not believe its Site is appealing to children, nor are they directed to children under 13. The Chapter does not knowingly collect personally identifiable data from persons under the age of 13, and strives to comply with the provisions of COPPA (The Children's Online Privacy Protection Act). If you are a parent of a child under 13, and you believe that your child has provided us with information about him or herself, please contact us at [privacy@bhamisaca.com](mailto:privacy@bhamisaca.com).