

## **National Council for Continuing Education and Training Online Privacy Policy**

The National Council for Continuing Education and Training ("NCCET") respects your privacy. This online privacy policy ("Privacy Policy") applies to the way information is collected and used on the website located at <http://www.NCCET.org/> ("site"). Please read this Privacy Policy carefully before using the site.

By using this site, you agree that any information you submit via the site may be used in accordance with this Privacy Policy, as it exists at the time of your visit. You also agree to abide by any other applicable terms, such as those contained in the site's Terms of Use.

We reserve the right to modify, alter, or otherwise update this Privacy Policy at any time and you should visit this page from time to time to review the current terms.

### **Information Collection and Use for Users over the Age of Eighteen**

We do not collect personally identifiable information about you except when you voluntarily provide it to us. Please note that in order to receive some benefits or participate in some activities, it will be necessary for you to provide this information. For example, if you request a study guide, you will need to provide your mailing address so that we can send them to you.

On rare occasions, we may rent, sell, or share your personal data with partners or third parties we believe may be of interest to you.

We may collect aggregate survey data, such as statistical analysis on conditions relevant for the NCCET. NCCET may use third-party statisticians for analysis of that data.

We may collect, store or accumulate certain non-personally identifiable information concerning your use of the site, for example to determine which of our pages are the most popular. We may share or transfer such non-personally identifiable information with or to our affiliates, licensees and partners.

We may disclose any information, including personally identifiable information, we deem necessary, in our sole discretion, to comply with any applicable law, regulation, legal process or governmental request.

### **Cookies and Log Files**

We may place a "cookie" on your computer's hard drive so we can recognize you as a return user and personalize your experience. A cookie is a piece of data that enables us to track and target your preferences. The cookie will be stored on your computer's hard drive until you remove it. You can have your browser notify you of, or automatically reject, cookies. If you reject our cookie, you may still use our Site, but you may be limited in the use of some of the features.

### **Links**

This site contains links to or from other web sites, such as those of NCCET members and exhibitors. Please be aware that NCCET is not responsible for the privacy practices of other web sites. This Privacy Policy applies only to the information we collect on the Site. We encourage you to read the privacy policies and any other terms of other web sites you link to from the site.

### **Security**

We implement extensive security measures to protect the security of your personal information, both on and off line. If you have any questions about security at this site, you can send an e-mail to [nccet@nccet.org](mailto:nccet@nccet.org).

### **Business Transfers**

In the unlikely event that the NCCET undergoes a corporate restructuring or sale, user information, including personally identifiable information, may be transferred to the new entity. By submitting your personal information on this site you agree that your data may be transferred to associated organizations.

### **Choice/Opt-Out**

When you sign up for membership or to attend an event you may opt-out of receiving future communications from us. You may request that we delete information collected about you by sending us an email at [nccet@nccet.org](mailto:nccet@nccet.org). You may also remove your name from our mailing list by calling 1-888-771-0179.

## **Comments**

We have taken great measures to ensure that your visit to our site is an excellent one and that your privacy is constantly respected. If you have any questions, comments or concerns about our privacy practices, please contact us by e-mail at [nccet@nccet.org](mailto:nccet@nccet.org).

## **Kids Privacy Notice**

### **A Note to Kids**

NCCET does not solicit or obtain any personal information on children. NCCET encourages you to get permission from your parents before sending any personal information about yourself (such as your name or your email address) over the Internet, to us or to anyone else.

### **A Note to Parents**

**PLEASE READ.** If you ever have any questions or concerns about this policy, please contact us at [nccet@nccet.org](mailto:nccet@nccet.org).

If we become aware that we have inadvertently received personally identifiable information from a user under the age of eighteen, other than in a legally permissible situation, we will delete the information from our records as soon as we discover it. As a parent or guardian, you may exercise your right to have you and your child's information deleted at any time.

### **Cookies and Non-Personally Identifiable Information**

We may invoke a standard feature found in browser software, called a "cookie," to assign each visitor a unique, random number – a sort of anonymous user ID that resides on your computer. The cookie doesn't actually identify the visitor, just the computer that a visitor uses to access our site. A cookie cannot read data off your hard drive. We do not link cookie data with personally identifiable information, nor do we store kids' personal information in our cookies. You can disable cookies at any time by changing the preferences in your browser.

Finally, NCCET keeps records of certain non-personally identifiable information such as the number of hits a Web page receives, IP address, and other aggregate data. We do not link this aggregate data with any personal information. Third parties that help us administer our Web sites may have access to this non-personally identifiable, aggregate data, as may our third-party ad servers.

### **Parent's Rights**

You may contact NCCET any time regarding privacy questions or concerns, or to request to review the personally identifiable information we have collected. You may also contact us at any time to request that we delete your personally identifiable information, and/or refuse to permit further collection or use of your information.

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