

Privacy

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| POLICY OWNER | VP of Communications |
| POLICY #: | 400 - 2 |
| REVISION #: | 0 |

Our Commitment to Privacy

The Project Management Institute, Columbia River Basin Chapter Inc. (CRBC) privacy policy was developed as an extension of our commitment to combine the highest-quality services with the highest level of integrity in dealing with our members, non-members, and partners. The policy is designed to assist you in understanding how we collect, use and safeguard the personal information you provide to us and to assist you in making informed decisions when using our site and our services. This statement will be continuously assessed against new technologies, business practices, and our members' needs.

What Information Do We Collect?

When you visit our website, (<http://www.crb-pmi.org/>) and sign up for an activity, you enter your member number. That number is validated against the latest information from PMI Headquarters. The event cost is calculated based on your membership status. In order to enhance our website, we may track the way our visitors and customers are using the site. Personal information, such as your name and e-mail address, is not included in this analysis. We do not follow your browsing path outside of our website. When you sign up for an activity, we ask you to provide information including your name, postal address, e-mail address. We do not release any information for any purpose except to verify your transaction. Since the website allows you to personalize your use of the website, personalization data is maintained. Additionally, the website allows the membership to track the events for which they register and attend and collect PDUs. All of that information is retained.

Credit Card Transactions

Authorize.net processes our credit card transactions. A professional secure payment authorization service was chosen for security and reliability. Our website collects name and address information and PMI ID. This user information and the price of the event are passed to Authorize.net, which collects the credit card number, verifies it and processes the transaction. Information collected during transactions is maintained in their database for accounting and billing purposes. Our website maintains a list of the people who have tried to process transactions and those that have succeeded for each event. This provides a registration list for each event. Information from these transactions is not released to third parties. Credit card information is not available to anyone outside of Authorize.net.

Confidentiality

Registration Data is the property of the CRBC subject to and protected by the Electronic Communications Privacy Act (http://personalinfomediary.com/ECPA1986_text.htm). CRBC will not sell, rent, swap, or otherwise disclose your Registration Data to any third party. CRBC maintains a secured area on the Site for transmission of Registration Data.

Cookies

This site will use “cookies” to assist members in the login process.

Uses of Registration Data

CRBC may use your registration data, such as contact information, to send you information about CRBC, the Site, or our products or services. Any email communication is generated through the email addresses provided by the member to PMI headquarters when completing the membership information.

User Access to Information Collected

You may modify the information used to maintain the “My PMI” view to the site. You may also view the events for which you have registered and attended and collected PDUs.

Updating User Information

If you need to permanently update your membership contact information, please go to www.pmi.org and update your information on the PMI headquarters website.

Lost or Stolen Information

If your credit card or password is stolen or used without your permission, immediately notify CRBC. Upon notification CRBC will cancel any registrations to events for which your credit card number has been used in the previous 7 days.

No Liability for Acts of Third Parties

Although CRBC will use all reasonable efforts to safeguard the confidentiality of the registration data, transmissions made by means of the Internet cannot be made absolutely secure. CRBC expressly disavows, and you agree to hold CRBC harmless for all liability arising from the disclosure of Registration Data due to errors in transmission or unauthorized acts of third parties.

What About Legally Compelled Disclosure of Information?

We may disclose information when legally compelled to do so, in response to legal requirements including government order, regulation, subpoena, etc. If we, in good faith, believe that the law requires disclosure for the protection of our legal rights, we will attempt to notify you before such disclosure when possible.

Changes to this Privacy Policy

CRBC reserves the right to amend this policy at any time without notification.

Revision History
Running history of Policy revisions.

| Version | Date Approved | Changes Made | Modified By |
|----------------|----------------------|---------------------|--------------------|
| 0 | 15 Feb 2011 | Initial policy. | R. Day |

Note – table updated at the time of each revision.