

# TRADEWORKS PRIVACY POLICY

EFFECTIVE DATE: July 24, 2014

This policy ("Privacy Policy") describes how the Information Technology Industry Council ("ITI" or "we") gather and use your information when accessing the <http://tradeworks4us.org> website ("Website") on any computer, mobile phone, tablet or other device (collectively, "Device"), and by accessing the Website you agree to our Privacy Policy. ITI may modify this Privacy Policy at any time. Your use of the Website constitutes your acceptance to this Privacy Policy and any updates. Note that other ITI sites, such as [www.itic.org](http://www.itic.org), may have different privacy policies.

## 1. Data Information Collection

**Personal Data:** Personally identifiable information ("Personal Data") is any information that can be used to identify a specific individual, such as your name, email address, home address, and phone number. This Website collects Personal Data when you interact with the Website.

## 2. Cookies and Similar Technologies

We may use Internet cookies and other identifiers or methods of web analysis (such as Google Analytics) to gather, store, and track certain information related to your visit to and activity on the Website. If you are uncomfortable with the idea of your information being used in this way, most computer systems and web browsers offer privacy settings and options, such as disabling cookies or opting for "Do Not Track" features. We do not override these settings or options, and encourage you to use them to enhance your choices and personalize your experiences.

## 3. Privacy of Children

The Site is not intended for children under the age of 18. We do not knowingly collect or solicit Personal Data from children under the age of 18.

## 4. Use of Your Data

**Personal Data:** We will use the Personal Data you provide for the purpose of contacting elected officials in support of Trade Promotion Authority. We may also use your Personal Data to provide you with information about developments regarding Trade Promotion Authority, and ask you for further assistance in contacting elected officials about Trade Promotion Authority.

## 5. Disclosure of Personal Data

**Disclosure to Third Parties:** We do not share your data with any third parties. We may hire other companies to perform certain business-related functions on our behalf. When we employ other companies to perform these functions, those companies will only be provided with the particular Personal Data it needs to perform its function, and is required to protect the Personal Data.

**Disclosure to Others:** We may disclose Personal Data without providing you with a choice under the following circumstances to: (1) protect the legal rights, privacy or safety of ITI or its subsidiaries, affiliates or its or their employees, agents and contractors; (2) protect the safety and security of visitors to the Website or other properties; (3) protect against fraud or other illegal activity or for risk management purposes; (4) respond to inquiries or requests from public authorities; (5) permit us to pursue available remedies or limit the damages that we may sustain; (6) enforce our Terms of Use; or (7) comply with the law or legal process.

## 6. Links to Third Party Sites

The Website contains links to third party web sites. ITI is not responsible for the privacy practices or the content of these third party web sites, including any sites that speak to a special relationship or partnership with ITI. Be aware that these third party web sites are not controlled by ITI and are not subject to this Privacy Policy. To ensure the protection of your privacy, you should review the applicable privacy policy of any third party web site you link to from this Website.

## 7. Your Choices

You can use the Website without providing any Personal Data, but if you decline to provide Personal Data, you may not be able to use certain services or features. If you have previously provided Personal Data to the Website and are receiving emails or other communications from the Website and you do not want to receive such emails, please discontinue your subscriptions by contacting us at [info@itic.org](mailto:info@itic.org). We may, however, retain records of your Personal Data as needed in order to comply with applicable federal, state, or local law.

If you have unsubscribed from any ITI communications, it may take up to ten (10) days for your request to become effective.

## **8. Public Sharing**

If you join or use certain social media services from the Website, you agree to publicly share a basic amount of information like your user name and city location. You may also choose to share your activity on other social media platforms, such as Facebook and Twitter. Please read the privacy policies of those social media platforms, as your information and activity that are published on those platforms will no longer be governed by this Privacy Policy.

## **9. Protecting Your Information**

We take reasonable security precautions to secure the Personal Data that you choose to provide against the loss, misuse, alteration, or unauthorized access of such information. Unfortunately, no transmission of data over the Internet is guaranteed to be completely secure. While we strive to protect your Personal Data, we cannot ensure or warrant the security or confidentiality of any Personal Data you transmit to us.

## **10. Changes to this Privacy Policy**

From time to time, we may revise this Privacy Policy. If we make material changes to the way we collect or use Personal Data, we may provide notice of those changes by either: (1) announcing the change on the home page of the Website; or (2) taking such other action as we deem appropriate under the circumstances, such as posting the revised draft of this Privacy Policy on the Website. By continuing to use the Website following such changes, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Privacy Policy, please do not continue using the Website.

## **11. Contacting ITI**

If you have any questions about this Privacy Policy, Personal Data gathered by this Website, or about the operation of this Website, or if you wish to unsubscribe from the Website, please contact us at [info@itic.org](mailto:info@itic.org).