

NATIONAL CHIMNEY SWEEP GUILD PRIVACY POLICY

Updated: August 12, 2019

The National Chimney Sweep Guild (“NCSG,” “WE,” or “US”) provides this Privacy Policy to inform you about the information NCSG collects from and about you at this website, and how your information is used, shared, and secured. Your use of this site signifies your assent to our Privacy Policy. If you do not agree to our Privacy Policy, please do not use this site. YOUR USE OF THIS SITE IS ALSO SUBJECT TO OUR WEBSITE TERMS AND CONDITIONS.

Please note that when you visit our site any information you provide will be transferred to the United States, where our site is located. By using this site you consent to the transfer of your information to, and the collection, processing, and storage of your information in, the United States.

OUR PRIVACY COMMITMENT

NCSG is committed to protecting your privacy while you visit our website. We have developed the following principles to assure your privacy, as well as protect the personal information you supply to us. If you choose not to provide personal information, you can still use much of this website, but certain features may not be accessible.

INFORMATION COLLECTED AUTOMATICALLY

As a general matter, each time a visitor or user enters this website, the website hosting company's server automatically collects basic technical information, including the visitor's IP address and domain name; referral data, e.g., the last URL a user visited prior to entering the website, clickstream data (pages viewed and time spent), access times, and browser and platform type. We use this information, which does not allow us to contact you, for statistical purposes, to administer the website, and to improve the site and services we provide.

INFORMATION YOU VOLUNTARILY PROVIDE

When you use this site, NCSG collects personally identifiable information voluntarily provided by you. We collect information when you log in to the members only area of the website, contact us with a question or comment, submit a membership application, make a purchase through the website, register for an event, or subscribe to an email list. The information collected may include your first name, last name, company name, mailing address, e-mail address, telephone number, payment card information, and username and password. The information collected depends on the feature offered. Your participation in these features and your sharing of your personally identifiable information with NCSG constitutes your agreement to such sharing.

HOW WE USE INFORMATION WE COLLECT

NCSG collects personal information about our users to:

- facilitate use of this site,
- register visitors for e-mail updates and other information and features,
- provide membership services,
- provide communications such as invoices, order confirmations, and surveys, and
- respond to e-mails, comments, and requests.

We provide recipients an opportunity to opt-out of all commercial e-mail communications. Note, however, that we may continue to send non-commercial e-mail messages.

INFORMATION WE SHARE WITH THIRD PARTIES

NCSG shares information collected through the website with third parties that perform business functions for us. We do not share personally identifiable information with third parties for their marketing purposes without your consent, except that we may share your mailing address with suppliers of chimney cleaning products and equipment with whom we have written agreements. Certain features available at this site may require public posting of personal information, including your online and offline contact details. For example, the name, address, phone and facsimile number, e-mail address, and other personal information of suppliers and NCSG members may be posted and made available to third parties on this website. NCSG will not otherwise disclose your personal information without your consent except (i) to safeguard its website, intellectual property, users, or the rights of third parties, (ii) to investigate violations of our Terms and Conditions, or (iii) as required by law or in response to a court order or legal request.

COOKIES AND OTHER TECHNOLOGIES

NCSG and its analytics partners use “cookies” and similar technologies to automatically collect certain information about you and your interactions with the website so that we can improve our content and offerings, generate statistics about use of the website, and better serve you when you next return to the site. Cookies are identifiers that a website places on your computer’s hard drive in order to facilitate the interaction between your computer and the website. The information collected may include an IP address, browser information, computer type, operating system, internet service providers, website usage, referring/exit pages, platform type, date/time stamp, and content you access. Most web browsers automatically accept cookies, but you can usually adjust your settings to prevent that. Note, however, that disabling cookies may prevent you from accessing some of our content.

Other third parties, such as social media networks, may also use cookies and similar technologies to collect information automatically about your use of this website through social media plug-ins. The social media networks’ privacy policies and terms apply to your use of their platforms.

CHANGES TO OUR PRIVACY POLICY

NCSG reserves the right, in its complete discretion, to change, modify, add, or remove portions of this policy at any time. Any changes to this policy will take effect upon posting, provided that the use of any information previously collected by NCSG will continue to be governed by the

policy in effect when the information was collected. Please check back periodically for any changes we may make, as your continued use of this site following the posting of changes to these terms will mean you accept these changes.

CONTACT INFORMATION

If you have any questions about this Privacy Policy, you may contact the National Chimney Sweep Guild at 2155 Commercial Drive Plainfield, Indiana 46168, or by e-mail at office@ncsg.org.