

Website Privacy Policy

ACCP values and respects the privacy rights of all stakeholders. This policy covers the information practices of <https://www.accp.org> ("website") and services ("Services") delivered by ACCP, including an explanation of how information is collected, used, and shared. *This policy applies only to ACCP's collection, storage, and use of information obtained through its website and does not apply to the collection and use of information obtained through other means.* For questions or concerns regarding this policy, please contact us at mail@accp.org.

Who We Are

To find details about ACCP:

- Visit the ACCP website at: www.accp.org, which is owned and operated by the Association of Corporate Citizenship Professionals (ACCP).

- Write to:

Association of Corporate Citizenship Professionals
3936 South Semoran Blvd, Ste 367
Orlando, FL 32822

- Call ACCP at: 843-216-3442

ACCP, a 501 (c)(3) public charity, is incorporated in South Carolina, United States (EIN: 20-2426025). We refer to ACCP as "we," "us" or "our" throughout this Policy.

What We Collect

Registration and Demographic Information: When a visitor or ACCP member creates an account on www.accp.org, we collect required and optional data. Required information includes name, organization, title, work phone, and email address. Optional information includes areas of interest and demographic information.

User Profiles: Expanded user information is captured in a "Profile" accessible exclusively by ACCP staff. Current ACCP members have the option to share selected fields of their Profile with other ACCP members by completing those fields. Members can opt out at any time by logging into their ACCP account at my.accp.org and editing their personal profile. Profile fields that can be shared include name, organization, title, mailing address, email address, phone number, areas of interest, affiliations and roles, and links to social media accounts.

The Member and Benchmarking Directories: By voluntarily completing the member profile and benchmarking demographics sections of the ACCP online portal you are giving ACCP permission to include the information in its Member and Benchmarking Directories, which are accessible only to other ACCP members. As with the User Profiles, you may opt out of participating in the Member and Benchmarking Directories. There is an option to opt out of the Member Directory under the "Edit

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my Profile” section. Members can opt out of the Benchmarking Directory by not completing their benchmarking demographics. Additionally, you may send such requests to mail@accp.org.

Financial Information: We store account information for website users regarding history of their payments, dues, and program registrations. Registered website users have the voluntary option to store their credit card or ACH information as payment methods for future transactions. Your stored payment method will only be used to process transactions you authorize, such as membership dues, event registrations, or purchases from our online store. Your credit card information is securely stored by our payment processing partners, and we do not have direct access to your full credit card number. We use industry-standard security measures to protect your credit card and ACH information, including encryption and secure storage practices. Our payment processing partners are PCI-DSS compliant, meaning they meet rigorous standards for security and data protection. You have the right to manage or delete your stored credit card information at any time. You can do this by logging into your account on our website or contacting us directly for assistance. If you choose to delete your stored credit card information, it will no longer be available for future transactions, and you will need to re-enter your payment details if you wish to make a purchase. If we detect any unauthorized use of your stored credit card information, we will promptly notify you and take steps to mitigate any potential harm.

Cookies: We may use “cookies” to collect information about visitors to our website. A “cookie” is a small text file that is placed on website user’s computer to personalize the experience and collect information about activity on the site. Each user has the ability to refuse cookies by configuring their browser accordingly. Please note that disabling cookies may disable certain features of the website. In most cases we will need your consent in order to use cookies on the Site. Exceptions to this apply such as where the cookie is essential for us to provide you with a service you have requested (e.g., to enable you to put items in your shopping basket and use our check-out process). If you visit our Site when your browser is set to accept cookies, we will interpret this as an indication that you consent to our use of cookies and other similar technologies as described in this policy. If you change your mind in the future about allowing ACCP to use cookies, you can modify the settings of your browser to reject cookies or disable cookies completely. If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of the website.

How We Use Collected Information

ACCP may use the collected information to contact website users for purposes of customer support, improving existing or announcing new Services and opportunities through promotion. Any such communications will conform to the user’s self-selected preferences. Users can opt out from receiving such notifications at any

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time by changing their communication preferences in their ACCP profile (see Opting Out section below).

Data Processed on Behalf of Users

Users utilize the Services to store and process their data ("**User Data**"). ACCP stores and processes User Data only on behalf of its users as set forth in this Policy. For example, User Data may be viewed or accessed by ACCP for the purpose of technical or user support. Users are solely responsible for maintaining the confidentiality of their website login credentials. Unless instructed by the user in writing (or where otherwise required by law), ACCP will not review, share, distribute, print, or reference any User Data on the website or the Services.

Apart from the disclosures provided in this section headed "Data Processed on behalf of Users," this Privacy Policy does not apply to our processing of User Data.

Disclosure of Information to Third Parties

ACCP only uses personal information that we receive to provide services or to respond to inquiries. We will not disclose personal identifying information (PII) collected through the website to third parties except as provided in this privacy policy. We reserve the right to release personal identifying information about our website visitors when such disclosure is required by law or safety concerns. We also reserve the right to disclose personal identifying user information to third-party vendors/contractors that maintain and support our technology infrastructure for the purposes of technology or data maintenance.

When you register to attend an ACCP event or program we may share your name, job title/position and your employer's company name with speakers and program or event sponsors. We do not disclose associated contact or personal identifiable information with any third party.

Member Directory

The ACCP Member Directory is intended solely and exclusively for professional peer networking within ACCP. It is the standing policy of ACCP that its members are strictly prohibited from accessing and using member PII and contact information contained in the Member Directory for the purpose of using, sharing, or disclosing such information with any third party, including, but not limited to their company marketing, promotional and sales functions for the purpose of solicitation or promotion by electronic mail, correspondence, telephone or for the distribution of member company newsletters. A violation of this policy, which can also be found in the ACCP Membership Eligibility and Guidance Eligibility Policy, may result in the immediate termination of the company's ACCP membership, without refund of dues

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paid.

Email Newsletters

Once a User creates an account on ACCP's website, they will start to receive ACCP's weekly newsletter, but the User is always able to unsubscribe at any time. We may also offer the User the opportunity to subscribe to emails on topics that we believe are of interest to our visitors. If a User has opted to receive a particular email, they have an option to unsubscribe at any time.

Opting Out

If you registered for an ACCP website Profile, you may review, update, or delete it at any time (except, of course, any information that we do not store). Absence of a Profile will limit the number of Services available from ACCP and prevent you from registering for our programs or receiving online membership benefits.

You agree that we may use your information to contact you for customer service, to inform you of important changes or additions to our website or the services offered over our website and to send you administrative notices or any communications relevant to your use of our website. If you do not wish to receive these notices, you may opt out by updating the preferences in your ACCP account or click on "Unsubscribe" at the bottom of an email. Additionally, you may send such requests to mail@accp.org.

Security

Providing security for the personal information that you submit is a top priority. We use Secure Socket Layer (SSL) encryption, and other technologies and processes, such as encryption, access control procedures, network firewalls, physical security and other measures intended to protect the information that you provide to us. These measures increase the security and privacy of information traveling to, from and within ACCP. Only our authorized employees or agents carrying out permitted business functions are allowed to access personal information. Please be aware, however, that no physical or electronic security system is impenetrable. We cannot guarantee the security of our databases, nor can we guarantee that the information that you supply to us will not be intercepted during transmission over the Internet.

Links to Other Websites

The ACCP site may use and contain links to third parties' websites. We are not responsible for the privacy practices or the content of those websites or services. Therefore, please carefully read any privacy policies on those links or websites before either agreeing to their terms or using those websites. If you have asked us to share data with third party sites (such as social media sites), their servers may not be secure. Note that, despite the measures taken by us and the third parties we engage, the internet is not secure. As a result, others may nevertheless unlawfully intercept or access private transmissions or data.

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Your Data Protection Rights

You have the following data protection rights:

- You have the right to **access, correct, update or request deletion** of the personal information we collect about you. You can easily access and make changes to your ACCP Profile at any time by logging into the Service and visiting the "My Account" tab on the top menu. Additionally, you may send such requests to membership@accp.org.
- You have the right to **opt out of marketing communications** we send you at any time. See the section "Opting Out" above. We will acknowledge and respond to all access, correction, update, opt-out and deletion requests within 30 days of receipt.

We will respond to all requests from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

For residents of California only, Section 1798.100, et seq. of the California Civil Code, as amended, requires select businesses to disclose policies relating to the sharing of certain categories of your Personal Data with third parties.

If you reside in California and have provided your Personal Data to ACCP, you may request from ACCP a disclosure of what information we share with third parties for use in direct marketing, who those third parties are and what they do. Such requests must be submitted to ACCP at mail@accp.org or by calling us at +1 (843) 216 3442. You also have the right to prevent disclosure of your personal information by contacting ACCP at mail@accp.org or by calling us at +1 (843) 216-3442.

In addition, if you reside in the European Economic Area or Switzerland, you also have the following rights:

- You have the right to **object to processing your personal information, ask us to restrict processing of your personal information or request portability of your personal information**. You may exercise these rights by emailing mail@accp.org. If we have collected and processed your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain** to the data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. Contact details for data protection authorities in the European Economic Area, Switzerland, and

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certain non-European countries (including the US and Canada) are available here. http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm.

- **For European Residents only, you have the right to ask ACCP not to process your Personal Data for marketing purposes.** You may exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your Personal Data. Further, to the extent permitted by the laws of your country, you may also have the right to access, correct, delete, restrict, be forgotten, or object to processing of, or request data portability of the personal data collected about you subject to some conditions and exceptions. You can find out more about these rights in the EU by reading the General Data Protection Regulation here: <http://www.eugdpr.org/the-regulation.html>.
- In the EU you also have the right to lodge a complaint with a data protection regulator there.

ACCP contact details are below if you wish to inquire about any of those rights or would like to submit a request.

Children's Privacy

ACCP's website is not directed to children and we will not knowingly allow anyone under the age of 13 to provide us with any personal identifiable information. Children always should get permission from their parents before sending any information such as their names, email addresses and/or phone numbers over the Internet. If you are under 13, please do not provide any information about yourself on this website. If we become aware that we have inadvertently collected such information, we will take steps to delete it as soon as possible.

Changes to Our Privacy Policy

ACCP reserves the right to change this Privacy Policy to reflect changing legal, regulatory, or operational requirements. We will provide notification of the material changes to this Privacy Policy through the website prior to the change taking effect. Where appropriate, we may also email users who have opted to receive communications from ACCP notifying them of the changes in our privacy practices. If we are required by applicable data protection laws to obtain your consent to any material changes to this Privacy Policy, then we will do so before such changes take effect.

Data Retention

We retain personal information we collect only when there is an ongoing legitimate business need to do so. For example, to provide users with the requested Service or to comply with applicable legal, tax or accounting regulations.

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If there is no ongoing legitimate business need to store user's personal information, ACCP will either delete or anonymize it. If this is not possible, as is the case with archived backups, ACCP will securely store user's personal information and isolate it from any further processing until deletion is possible.

Privacy Compliance

If you have questions about this Privacy Policy or how ACCP collects and processes user's personal information, please contact mail@accp.org or call ACCP at 843-216-3442. You may also write to ACCP at:

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