

## **CHIMNEY SAFETY INSTITUTE OF AMERICA PRIVACY POLICY**

**Updated: 8/12/19**

THE CHIMNEY SAFETY INSTITUTE OF AMERICA (“CSIA,” “WE,” OR “US”) PROVIDES THIS PRIVACY POLICY TO INFORM YOU ABOUT THE INFORMATION WE COLLECT FROM AND ABOUT YOU AT THIS WEBSITE, AND HOW YOUR INFORMATION IS USED, SHARED, AND SECURED. 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**

CSIA 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 COLLECTED VOLUNTARILY**

When you use this site, CSIA collects personally identifiable information voluntarily provided by you. We collect information when you login, contact us with a question or comment, make a purchase through the website, register for a course or 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, and username and password. The information requested and collected depends on the feature offered. Your participation in these features and your sharing of your personally identifiable information with CSIA constitutes your agreement to such sharing. CSIA is not responsible for any use by third parties of personally identifiable user data that you voluntarily post on this site.

### **HOW WE USE INFORMATION WE COLLECT**

CSIA collects personal information about our users to:

- facilitate use of this site,
- register visitors for e-mail updates, courses, events, and other information and features,

- provide communications, such as invoices, order confirmations, program registrations, and surveys,
- protect our legal rights and the rights of others, 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.

## **SECURITY**

CSIA strives to implement commercially reasonable security measures to help protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of data.

Nevertheless, no data transmission over the Internet can be guaranteed to be 100% secure.

## **INFORMATION WE SHARE WITH THIRD PARTIES**

CSIA 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 CSIA certified sweeps may be posted and made available to third parties on this website. CSIA 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.

## **THIRD PARTY SITES**

This website contains links to other websites operated by third parties, and when you use certain features of the website (such as clicking on a link to register for a course or event) you may be transferred to a website operated by a third party. CSIA is not responsible for the practices of any third party operators or the content posted at any linked sites. We recommend that you review the privacy policy and terms posted at any linked site, as they may be different from CSIA's.

## **COOKIES AND OTHER TECHNOLOGIES**

CSIA and its analytics and advertising partners use “cookies” and similar technologies to automatically collect certain information about you and your interactions with this website and other sites to enhance and personalize your experience, serve relevant advertising, improve our content and offerings, and generate statistics about use of the website and so that we can 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 IP address, browser information, computer type, operating system, internet service providers, website usage, referring/exit pages, platform type, date/time stamp, content you access, number of clicks, and ads viewed. Most web browsers automatically accept cookies, but you can usually adjust your settings to prevent that. Consult

the "Help" section of your browser for more information. Note, however, that disabling cookies may prevent you from accessing some of our content.

Other third parties, like 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. Each social media network's own privacy policy and terms apply to your use of their platforms.

### **INTERNET-BASED ADVERTISING**

As described above, we and our third party advertising partners use cookies and similar technologies to collect information about your use of the website and other websites to provide you more relevant advertising here and elsewhere on the Internet. To learn more about interest-based advertising and how you can opt-out of having your web browsing information used for interest-based advertising by companies that participate in the Network Advertising ("NAI") or Digital Advertising Alliance ("DAA"), visit the [NAI website](#) or [DAA Ad Choices](#) website. Note that not all service providers participate in the NAI and DAA. In addition, if you opt-out, you may still see online advertising from us and third parties, but the ads may be less relevant to you.

### **CHANGES TO OUR PRIVACY POLICY**

CSIA 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 CSIA 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 Chimney Safety Institute of America at 2155 Commercial Drive Plainfield, Indiana 46168, or by e-mail at [office@csia.org](mailto:office@csia.org)