



ABCEP PRIVACY COMMITMENT

Privacy Statement

Privacy policies usually contain details of what personal information is collected, how the personal information may be used, the persons to whom the personal information may be disclosed, the security measures taken to protect the personal information.

Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect

This notice applies to all information collected or submitted on the ABCEP website. On some pages you can request a CEP Application. On other pages, you can order products, make requests, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Company
- Professional biography

The Way We Use Information

We use the information you provide about yourself when applying for certification only to complete that application. We do not share this information with outside parties except to the extent necessary to complete and review the application for certification. Information you submit on our website will not be used for application purposes unless you fill out the application forms.

Under limited circumstances we may disclose information about you to an affiliate partnership with which we have a marketing agreement but only with your prior consent. If you consent to such disclosure the information shared will be limited to that stated in our request for your consent. We use return email addresses to answer the email we receive and to send you email announcements about events, goods or services of interest to CEPs unless you opt out of this disclosure.

We use non-identifying and aggregate information to better design our website and to share with advertisers. For example, we may tell an advertiser that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our CEP application form, but we would not disclose anything that could be used to identify those individuals.

We will not sell your personal information to third-party marketers or any other entity for any purpose without your consent.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Our Commitment to Data Security

We maintain physical, electronic, and procedural safeguards that meet or exceed industry standards to guard your nonpublic personal information. We protect your application and membership information by placing it on the secure portion of our website and use firewalls and other security technology to protect our network and systems from external attacks. We also require you to enter a unique user name and password to access your membership information online.

Cookies are small amounts of data that a web site can send to your web browser and store on your computer. Cookies do not contain personal information about you (unless you knowingly provide it). We use cookies to enhance navigation and web site functionality. If you access your account online, cookies are sometimes used to securely verify your identity, and to personalize aspects of your experience on our web site. We do not use remote keystroke tracking software applications on our website. We do not permit third party ad servers to set cookies or remote keystroke tracking and use related technology through out web site to track performance of advertisements or to collect aggregate data on web page viewing.

How You Can Access or Correct Your Information

We take measures to ensure that your CEP information is accurate and up-to-date. You can access and update certain public information by logging onto our website using your user name and password. From the homepage go to the **Maintenance Program**, click on CEP EXPRESS web link just under the **Attention Members** heading and logon using your user name and password. You may use this procedure to better safeguard your information.

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before making corrections.

How to Contact Us

Should you have other questions or concerns about these privacy policies, please call us at 866-767-8073 or send us an email at office @abcep.org.