

# **Privacy Policy**

This privacy policy has been compiled to better serve those who are concerned with how their 'Personally Identifiable Information' (PII) is being used online. PII, as described in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personally Identifiable Information in accordance with our website.



# **Table of Contents**

Collection of Personal Information	3
when do we collect this information?	3
How do we use your information?	3
How do we protect your information?	3
Cookies	4
What do we use cookies for?	4
What if I disable cookies?	4
Third-party disclosure	4
Third-party links	5
Google AdSense	5
Google Analytics	5
California Online Privacy Protection Act	5
According to CalOPPA, we agree to the following	6
Third-party Behavioral Tracking?	6
COPPA (Children Online Privacy Protection Act)	6
Fair Information Practices	6



## COLLECTION OF PERSONAL INFORMATION

When ordering or registering on our site, as appropriate, you may be asked to enter your name, email address, phone number, IEEE account ID or other details to help you with the Cal Poly IEEE student branch services.

#### WHEN DO WE COLLECT THIS INFORMATION?

We collect information from you when you register on our site, place an order, subscribe to a newsletter, respond to a survey, fill out a form or enter information on our site.

Provide us with feedback on our events, services and registration on any Cal Poly IEEE server which may include, but is not limited to workshop registration, event registration, project registration, and member services registration.

#### How do we use your information?

We may use the information we collect from you when you register, sign up for our newsletter, respond to a survey or marketing communication, use any Cal Poly IEEE webserver, or use certain other site features in the following ways:

- To improve our website in order to better serve you.
- To allow us to better service you in responding to your customer service requests.
- To administer a contest, promotion, survey or other site feature.
- To quickly process your transactions.
- To send periodic emails regarding your order or other products and services.

#### HOW DO WE PROTECT YOUR INFORMATION?

We utilize vulnerability scanning and rigorous access control management, however we do not use vulnerability scanning and/or scanning to PCI standards.

We only provide articles and information. We never ask for sensitive information such as, but not limited to credit card numbers.

We use regular Malware Scanning.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive information you supply is encrypted via Secure Socket Layer (SSL) technology.

We implement a variety of security measures when a user submits, or accesses their information on any Cal Poly IEEE server to maintain the safety of your personal information.



All transactions are processed through a gateway provider and are not stored or processed on our servers.

## COOKIES

We use cookies on Cal Poly web services. We use cookies to remember your login information for subsequent visits to any Cal Poly IEEE Web service. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

## WHAT DO WE USE COOKIES FOR?

- Understand and save user's preferences for future visits.
- Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future. We may also use trusted third-party services such as Google Analytics that track this information on our behalf.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since each browser is a little different, look at your browser's Help Menu to modify your cookie settings.

## WHAT IF I DISABLE COOKIES?

If you turn cookies off, some of the website features may be different as certain features may not function properly and can alter your website experience. Some of the features that make your site experience more efficient and may not function properly.

## THIRD-PARTY DISCLOSURE

We do not sell, trade, or otherwise transfer to outside parties Personally Identifiable Information unless we provide users with advance notice. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties agree to keep this information confidential. We may also release information when it's release is appropriate to comply with requests from law enforcement or protect ours or others' rights, property or safety.

However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.



## THIRD-PARTY LINKS

Occasionally, at our discretion, we may include or offer third-party products or services on our website. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### **GOOGLE ADSENSE**

Google's advertising requirements can be summed up by Google's Advertising Principles. They are put in place to provide a positive experience for users.

#### https://support.google.com/adwordspolicy/answer/1316548?hl=en

We have not enabled Google AdSense on our site but we may do so in the future.

#### **GOOGLE ANALYTICS**

We use a tool called "Google Analytics" to collect information about use of this site. Google Analytics collects information such as how often users visit this site, what pages they visit when they do so, and what other sites they used prior to coming to this site. We use the information we get from Google Analytics only to improve this site. Google Analytics collects only the IP address assigned to you on the date you visit this site, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Although Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this site, the cookie cannot be used by anyone but Google. Google's ability to use and share information collected by Google Analytics about your visits to this site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy. You can prevent Google Analytics from recognizing you on return visits to this site by disabling cookies on your browser.

## **CALIFORNIA ONLINE PRIVACY PROTECTION ACT**

CalOPPA is the first state law in the nation to require commercial websites and online services to post a privacy policy. The law's reach stretches well beyond California to require any person or company in the United States (and conceivably the world) that operates websites collecting Personally Identifiable Information from California consumers to post a conspicuous privacy policy on its website stating exactly the information being collected and those individuals or companies with whom it is being shared. – See more at: http://consumercal.org/california-online-privacy-protection-act-caloppa/#sthash.0FdRbT51.dpuf



## ACCORDING TO CALOPPA, WE AGREE TO THE FOLLOWING

- Users can visit our site anonymously.
- Once this Privacy Policy is created, we will add a link to it on our home page or as a minimum, on the first significant page after entering our website.

Our Privacy Policy link includes the word 'Privacy' and can easily be found on the pages specified above.

You will be notified of any Privacy Policy changes:

• On our Privacy Policy Page

You can change your personal information:

- By emailing us
- By logging in to your account

## THIRD-PARTY BEHAVIORAL TRACKING?

It's also important to note that we do not allow third-party behavioral tracking.

# **COPPA (CHILDREN ONLINE PRIVACY PROTECTION ACT)**

When it comes to the collection of personal information from children under the age of 13 years old, the Children's Online Privacy Protection Act (COPPA) puts parents in control. The Federal Trade Commission, United States' consumer protection agency, enforces the COPPA Rule, which spells out what operators of websites and online services must do to protect children's privacy and safety online.

- We do not specifically market to children under the age of 13 years old.
- We do not let third-parties, including ad networks or plug-ins collect PII from children under 13.

## FAIR INFORMATION PRACTICES

The Fair Information Practices Principles form the backbone of privacy law in the United States and the concepts they include have played a significant role in the development of data protection laws around the globe. Understanding the Fair Information Practice Principles and how they should be implemented is critical to comply with the various privacy laws that protect personal information.

Should a data breach occur:



We will notify you via email

• As soon as possible within 7 business days

We will notify the users via in-site notification

• As soon as possible within 7 business days

We also agree to the Individual Redress Principle which requires that individuals have the right to legally pursue enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights against data users, but also that individuals have recourse to courts or government agencies to investigate and/or prosecute non-compliance by data processors.