

## CHANGES MADE TO PRIVACY POLICY

Updated December 10, 2014

### A. Information We Collect

No changes to the introduction of this section.

#### 1. **Personally Identifiable Information**

We added the following closing paragraph to this section:

Personal information will only be used for the reasons outlined in this policy, and will be retained only as long as necessary to fulfill the stated purposes, or for a period specifically required by law or regulation and thereafter will be disposed of securely or made anonymous so that it cannot be identified to any individual.

#### 2. **Non-Personally Identifiable Information**

No changes to the introduction paragraph of this section.

##### a. *Cookies*

No changes to this section.

##### b. *Referrers, IP Addresses and Environmental Variables*

No changes to this section.

##### c. *Google Analytics Information*

No changes to this section.

#### 3. **Aggregated Information**

No changes to this section.

### B. Sharing Your Information with Third Parties

We deleted copy from the first paragraph in this section:

*Old version:*

We share customer information only as described below and only with third parties who follow practices at least as protective as those described in this Privacy Policy.

#### 1. Disclosure of Information by Us

*New version:*

We share customer information only as described below and only with third parties who follow practices at least as protective as those described in this Privacy Policy.

#### 1. **Members**

We slightly altered the fourth paragraph in this section:

*Old version:*

Though we may also from time to time share the personal information of our members with third parties for research and development purposes, we will not sell, rent or lend such personal information to any third parties, other than as specifically disclosed in this policy.

*New version:*

We may also from time to time share the personal information of our members with

third parties for research and development purposes.

We will not sell, rent or lend such personal information to any third parties, other than as specifically disclosed in this policy.

2. ***Nonmembers***

No changes to this section.

C. **User IDs and passwords**

No changes to this section.

D. **Third Party Links**

No changes to this section.

E. **Choice & Access to Personal Information Collected**

The first bullet was modified and a final bullet added:

*Old version:*

We provide you with the following choices regarding the use of your information:

- You may choose not to provide us with any personal information;
- You may set your browser not to accept cookies, or to warn you when a cookie is being placed on your computer. If you choose not to accept cookies, however, your ability to navigate this web site may be hindered and you will not be able to use our online shopping cart.
- If you would like to unsubscribe to any of our services or would like us to remove you from any of our mailing lists, please E-mail [privacy@boardsource.org](mailto:privacy@boardsource.org);
- You may access the personal information we have collected about you and correct any inaccuracies. Please contact us by E-mail at [privacy@boardsource.org](mailto:privacy@boardsource.org) or by contacting us at the following address: Attn: Customer Relations, BoardSource, 750 9th Street NW, Suite 650, Washington, DC 20001-4590. Members who have registered online can also access and update their membership profile by [clicking here](#).
- Members may request that their information not be included in the member directory. If a member does not want to be included, please send an e-mail to [privacy@boardsource.org](mailto:privacy@boardsource.org).
- If you do not want us to share your information, please send an e-mail to [privacy@boardsource.org](mailto:privacy@boardsource.org).

*New version:*

We provide you with the following choices regarding the use of your information:

- You may choose not to provide us with any personal information, but we may not be able to process your requests;
- You may set your browser not to accept cookies, or to warn you when a cookie is being placed on your computer. If you choose not to accept cookies, however, your ability to navigate this web site may be hindered and you will not be able to use our online shopping cart.

- If you would like to unsubscribe to any of our services or would like us to remove you from any of our mailing lists, please E-mail [privacy@boardsource.org](mailto:privacy@boardsource.org);
- You may access the personal information we have collected about you and correct any inaccuracies. Please contact us by E-mail at [privacy@boardsource.org](mailto:privacy@boardsource.org) or by contacting us at the following address: Attn: Customer Relations, BoardSource, 750 9th Street NW, Suite 650, Washington, DC 20001-4590. Members who have registered online can also access and update their membership profile by [clicking here](#).
- Members may request that their information not be included in the member directory. If a member does not want to be included, please send an e-mail to [privacy@boardsource.org](mailto:privacy@boardsource.org).
- If you do not want us to share your information, please send an e-mail to [privacy@boardsource.org](mailto:privacy@boardsource.org).
- If you have concerns about the personal information collected or how it is used, please send an email to [privacy@boardsource.org](mailto:privacy@boardsource.org).

#### F. Security

The second paragraph in this section has been updated:

*Old version:*

It is important for you to protect against unauthorized access to your password and to your computer. Be sure to log out when finished using a shared computer

*New version:*

It is important for you to protect against unauthorized access to your password and to your computer. Be sure to log out when finished using a shared computer. In addition, please do not email us your credit card number. We cannot guarantee the security of email, and we will not be liable if your email is obtained by a third party.

#### G. Notification of Changes

We slightly altered this section:

*Old version:*

If we decide to change our privacy policy, we will post those changes on our privacy policy so you will always be aware of what information we collect, how we use it, and under what circumstances we disclose it. If at any point we decide to use personally identifiable information in a manner materially different from that stated at the time it was collected, we will notify you. You will then have a choice as to whether or not we may use your information in this manner. We will use information in accordance with the privacy policy under which the information was collected.

*New version:*

If we decide to change our privacy policy, we will post those changes on our privacy policy page so you will always be aware of what information we collect, how we use it, and under what circumstances we disclose it. If at any point we decide to use personally identifiable information in a manner materially different from that stated at the time it was collected, we will notify you.

You will then have a choice as to whether or not we may use your information in this manner. We will use information in accordance with the privacy policy under which the information was collected.

H. **Use of Website Content**

No changes to this section.

I. **Contacting BoardSource**

No changes to this section.

J. **Special Policy Regarding Information from Children Under Thirteen**

No changes to this section.

K. **Modifications**

**This entire section has been added:**

We may modify this privacy policy at any time by electronic notice posted on the Site. Your continued use of the Site after the date that such notices are posted will be deemed to be your agreement to the changed terms.