

NATIONAL BOARD FOR CERTIFIED COUNSELORS AND AFFILIATES

WEB SITE PRIVACY POLICY

Effective Date: 9-8-13

1. Web Site Privacy Policy Purposes.

The National Board for Certified Counselors (NBCC) maintains the NBCC Web site to provide online certification, recertification, assessment and professional resources to counseling professionals. This Privacy Policy describes the types of personal, financial and other information that NBCC gathers from those who use the NCC Web site content, products, technologies, and services provided by NBCC and available on the Web site (NBCC Services), and how NBCC uses such information.

Please carefully review the Privacy Policy before using the NBCC Web site and accessing the NBCC Services. The terms of this policy apply to each NBCC Web site user. By using the NBCC Web site, the User certifies that he/she has read and understands this Privacy Policy, and agrees that he/she is bound by its terms, as well as any applicable laws and regulations, including any applicable laws governing NBCC, as amended or revised. NBCC complies with the United States and European Union Safe Harbor Privacy Principles.

2. Data Collected by Web Site.

This Privacy Policy applies only to information that Users provide to NBCC through the NBCC Web site. It does not apply to information that NBCC obtains through other means. There are two (2) general categories of information that NBCC gathers from NBCC Web site users: Personal Data and Aggregate Data.

NBCC does not track, collect or distribute information about visitors to the NBCC Web site by using cookies or other similar computer tracking methods.

3. Collection and Sharing of Personal Data.

Personal Data is information that could reasonably be used to identify a User, and may include his/her name, address, e-mail address, telephone number, birth date, financial information, or other demographic information. NBCC uses certain Personal Data to provide Users with the NBCC Services that they have requested. By providing Personal Data during use of the Web site, the User consents to NBCC's collection and use of that Personal Data in accordance with this Privacy Policy.

When a User submits Personal Data through the Web site, NBCC adds it to the NBCC Web site database. Personal Data may also be disclosed to NBCC employees, independent contractors and agents who need to know that information in order to operate, develop or improve the NBCC Services.

Users may review and change Personal Data submitted to NBCC by logging in with their username and password, and modifying their account profile. Please be aware that even after Users change their Personal Data, NBCC may retain residual information about the Users in its backup copies of the NBCC Web site database.

4. Use of Addresses/Mailing Lists.

NBCC will use the mailing address and e-mail address of a User to send information related to the NBCC Services. NBCC may also use the mailing address and e-mail address of a User to send organizational information related to NBCC and its affiliates.

NBCC does not sell, rent, trade or otherwise provide a User's Personal Data to third parties for marketing purposes without the User's prior consent.

5. Opting Out of Certain Communications.

Users are given the choice to opt out of, and unsubscribe to, certain optional communications from NBCC and its affiliates concerning organizational information relating to the NBCC Web site. To opt out, a User must send an opt-out request to NBCC at nbcc@nbcc.org with the word "unsubscribe" in the e-mail subject line and specify in the body of the e-mail that he/she is seeking to opt out of the NBCC mailing list. An opt-out request will be processed within ten (10) business days. Users should be aware that exercising their choice to opt out of receiving these NBCC communications will stop the transmittal of certain information relating to the NBCC Services.

6. Collection and Sharing of Aggregate Data.

Aggregate Data is information concerning the use of the NBCC Web site and the NBCC Services by a specific User that does not personally identify the individual. Examples of Aggregate Data include the following: frequency of visits to the Web site, page views, NBCC Services most frequently accessed, the Internet Protocol (IP) address used to access the Web site, the browser type and version used to access the NBCC Web site, and the operating system and platform on the computer used to access the Web site. NBCC reserves the right to sell, share or trade Aggregate Data to third parties.

7. Credit Card Transactions.

NBCC does not store credit card information from Users. However, certain NBCC Services require payment by credit card. For credit card payments, NBCC requires that a User enter into a secure session, using Secure Socket Layer (SSL) technology. SSL technology creates a private conversation that only the User's computer and the NBCC systems can understand by encoding the information being sent through the Internet. Consequently, SSL technology helps to ensure that the transmitted information remains confidential.

8. Disclosures Required by Law.

It is possible that NBCC may need to disclose Personal Data when required by law, or otherwise in the context of a legal matter, such as to respond to court orders or subpoenas, to establish or exercise NBCC's legal rights, or to defend against legal claims. NBCC will make such disclosures when required or appropriate, as determined by NBCC based on the circumstances. NBCC will notify the User that it has received a request for disclosure of Personal Data.

In addition, NBCC may share Personal Data if it is necessary in order to investigate, prevent or take action regarding possible illegal activities, suspected fraud, situations involving potential threats to the physical safety of another person, improper use of the NBCC Web site, policy violations, or as otherwise required by law.

9. International Transmission of Data.

The Internet is a global environment. Using the Internet to collect and process Personal Data necessarily involves the transmission of data on an international basis. Therefore, a User's information may be transferred to, and maintained on, computers located outside of his/her state, province, country, or other location where the privacy laws may not be as protective as those in his/her jurisdiction. By using NBCC Services or communicating electronically with NBCC, the User acknowledges and agrees that NBCC will process his/her Personal Data on the Internet, and agrees to be bound by the applicable privacy laws governing NBCC, as amended or revised.

10. Data Security.

NBCC uses a variety of electronic and procedural safeguards, and other appropriate measures, to protect the Personal Data of a User against unauthorized access or use, alteration, unlawful or improper destruction, and accidental loss. However, no method of transmission over the Internet, or method of electronic storage, is completely secure. While NBCC strives to use commercially acceptable means to protect Personal Data, NBCC cannot ensure or warrant the absolute security of this data. Consequently, when Users transmit Personal Data to NBCC, they do so at their own risk.

When a User creates an account with the NBCC Web site, his/her account information is password protected. It is important for the User to protect against unauthorized access to his/her login information, password and computer. The User should be sure that he/she has logged off from the NBCC Services when finished using a shared computer.

NBCC will endeavor to provide notice to Users of any security systems breach, and of its efforts to restore the integrity of the NBCC Services, in accordance with applicable law. If a User becomes aware of any breach of data security, he/she should contact NBCC at nbcc@nbcc.org.

11. Privacy Policy Amendments.

NBCC reserves the right to amend this Privacy Policy at any time, for any reason. NBCC will provide notice that the Privacy Policy has been amended by changing the effective date at the top of this document. Each time a User visits the Web site and uses any of the NBCC Services, the current version of the Privacy Policy will apply. Accordingly, a User should check the effective date of the Policy and review any changes each time they visit the NBCC Web site. If a User does not accept this Privacy Policy, he/she may not access or otherwise use the NBCC Services.