



## THE CONFERENCE BOARD

# Privacy Policy

## Collection and Use of Personally Identifiable Information

We are committed to protecting your privacy. This policy explains what kind of information we may collect from you, how we may use it, and your choices about how we use the information and how you may review the information.

## Agreement; Modifications to this Policy

By using Our Sites, you indicate that you are at least eighteen and agree to abide by our privacy policy. If you do not agree with it, you are not authorized to use Our Sites. We may revise this policy at any time for any reason and will post any changes on Our Sites. If you continue to use Our Sites after we post a change, this means you agree with the new terms. This privacy policy is incorporated into the Terms of Use that governs use of Our Sites.

## Collection of Your Information

We collect personally identifying information about you, such as your name, company name, address, telephone number, e-mail address, or credit card information (“Your Information”) only when you give it voluntarily to us or to our service providers. For example, when you subscribe to our services or participate in research performed by us or by our service providers, we will need to collect Your Information, or when you post messages to our bulletin boards we may collect Your Information included in the message (e.g., screen name or e-mail address).

We will use Your Information for the purposes for which you provided it and may disclose it to third parties who perform services to maintain Our Sites (such as web site hosting, web site maintenance, or processing your subscription requests or requests for particular products or services). We may also need to disclose Your Information to third parties if required by law or to enforce our Terms of Use or this Privacy Policy,

From time to time we may send you notices about new services or promotions or share Your Information with other companies that we carefully select because they offer services that might interest you. If you do not want us to notify you of new services or promotions or to receive information from other companies about their services, you may notify the webmaster at [web\\_inbox@conference-board.org](mailto:web_inbox@conference-board.org) or calling +1 212 759 0900 and asking for our webmaster.

## **Your Access to Your Information**

We will use reasonable efforts to let you review Your Information and, upon your instructions, to correct inaccuracies in or delete Your Information from our databases. If you wish to review or have any questions regarding Your Information, you can contact us by sending an e-mail to [web\\_inbox@conference-board.org](mailto:web_inbox@conference-board.org) or calling +1 212 759 0900 and asking for our webmaster.

## **Security**

We strive to keep Your Information in a secure manner and safeguard it from unauthorized access. In addition, we use secure socket layer encryption to protect your credit card information. Despite our best efforts, no transmission over the Internet can be guaranteed to be 100% secure. Therefore, you provide us with Your Information at your own risk.

## **Other Information About You**

We may collect information about you that does not identify you personally. For example, we may use “cookie” technology to gather and store information on the name of the site from which you linked to our site, or the type of browser you use when you view our site, or to store your password. A cookie is a piece of information that is transferred to and stored on your computer hard drive. Cookies help us recognize you when you return to Our Sites so that we can tailor information for you and serve you better. Most Internet browsers will let you disable cookies, but if you do so you may not be able to use the “remember password”, the shopping cart and other features.

## **Links to Third Party Web Sites**

Our Sites contain links to other Web sites that we think may be of interest to you. We have no control over these other sites or their content. Except for information, products or services clearly identified as being supplied by The Conference Board, we do not in any way review, operate, or control any material, information, products or services on other sites. Be sure to read the privacy policies that govern your use of other sites before giving any of Your Information. Because we are not responsible for the collection of personal information on any other site, you should direct any concerns regarding privacy practices to the administrator or webmaster of that site.