

## **Foundation for Private Enterprise Education dba: Washington Business Week**

### **Privacy, Security & Disclosures Statement**

**Effective Date: June 1, 2015**

This privacy policy discloses the privacy practices for the Foundation for Private Enterprise Education dba Washington Business Week. This privacy policy applies solely to information collected by this web site. It will notify you of the following:

- What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
- What choices are available to you regarding the use of your data.
- The security procedures in place to protect the misuse of your information.
- How you can correct any inaccuracies in the information.

#### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email, program registration, opt-in forms, or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to inquire on a scholarship opportunity, tuition assistance, etc.

Unless you ask us not to, we may contact you via email in the future to tell you about account balances or changes, special events, new programs or services, opportunities to donate or get involved, or changes to this privacy policy.

#### **Your Access to and Control over Information**

You may opt out of any future contacts from us at any time, with exception of communication on currently registered students with unpaid balances. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you or cancel a registration.
- Express any concern you have about our use of your data.

#### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted in a secure way through our registration software partner, the Active Network. This software is accessible by account holders to update and correct at any time.

Once logged into your Active account, you can verify the security of this software by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. Washington Business Week only collects credit card information, social security information, etc., through this secure, encrypted software.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer

service) are granted access to personally identifiable information. The computers/servers and physical records in which we store personally identifiable information are kept in a secure environment.

### **Registration & Sharing**

Washington Business Week partners with the Active Network to provide our registration services via the Thriva software system. When the user signs up for these services, we will collect names, or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

We request information from you on our registration, medical, and college credit forms. To enroll in programs and pay tuition, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date).

This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you. This information will also be used to contact you about the programs/services on our site in which you have expressed interest.

### **Cookies**

While Washington Business Week does not have "cookies" enabled on this site, some of our business partners may use cookies on our site. However, we have no access to or control over these cookies. Usage of a cookie is in no way linked to any personally identifiable information on our site.

A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site.

### **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### **Surveys & Contests**

From time-to-time, our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and customer satisfaction of our programs and website.

### **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (253) 815-6900 or via email at [info@wbw.org](mailto:info@wbw.org).