

Online Privacy Policy Agreement

Last Revised: 25-March 2020

National Association of Engineering Student Councils, Inc. (NAESC) values the privacy of its Users (defined as any individual, organization, or other entity who accesses NAESC's online resources, including but not limited to **naesc.org** and all subdomains). The General Engineering Association Resource (GEAR) platform was constructed in accordance with this value. GEAR consists of a web application accessible through the Internet and connected to one or more databases. The following document will aid in the understanding of the ways in which NAESC collects, stores, and uses personal information related to its GEAR platform.

This agreement pertains to NAESC's GEAR platform hosted at **members.naesc.org** including any and all subdomains, including but not limited to **www.members.naesc.org**. NAESC reserves the right to at any time make changes or otherwise update this document. Should NAESC decide to make use of the personal information collected through GEAR in a manner significantly different from that previously stated, the Users shall be notified by email. At that time, said Users will be given the option to opt out of the use of their information.

This privacy policy applies only to our online activities and is valid for visitors to NAESC's website and regarding information shared and/or collected there. This policy does not apply to any information collected offline or via channels other than this website. Note that this privacy policy does not govern nor hold liability for the collection and subsequent use of personal information by third parties that NAESC utilizes, nor by individuals not managed by NAESC. Should the User visit a page or site mentioned or linked herewithin naesc.org, NAESC recommends they review the corresponding privacy policies before further use of the linked site. If you wish to disable cookies, you may do so through your individual browser options. More detailed information about cookie management with specific web browsers can be found at the browsers' respective websites.

This policy will detail the following items concerning the privacy of Users:

1. What information is collected through use of the website.
2. Why such information is collected, and its legal basis for collection
3. How the information collected will be used, stored, and shared.

If you require any more information or have any questions about our privacy policy, please feel free to contact us by email at **technology@naesc.org**. At naesc.org we consider the privacy of our visitors to be extremely important. This privacy policy document describes in detail the types of personal information collected and recorded by naesc.org and how we use it.

Information Collected

Personal Information GEAR collects, through the volition of the User, information such as (but not limited to) forenames, surnames, email addresses, phone numbers, dates of birth, gender, school, and major. Any additional information provided by the User through comments, a User profile, or through hyperlinks may be recorded by GEAR for use at NAESC's discretion. Should the User wish to delete information associated with his or her profile, the request will be honored if the User contacts **technology@naesc.org** with a description of the information to be deleted.

Log Files Like many other Web sites, naesc.org makes use of log files. These files log visitors who visit the site - usually a standard procedure for hosting companies and a part of hosting service analytics. The information inside the log files includes, but is not limited to, internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), and date/time stamps. This information may be used to analyze trends, administer the site, track page accessibility, and gather demographic information. IP addresses, and other such information are not linked to any information that is personally identifiable.

Cookies and Web Beacons NAESC uses cookies to store information about visitors' preferences, to record User-specific information on which pages the site visitor accesses or visits, and to personalize or customize our web page content based upon visitors' browser type or other information that the visitor sends via their browser.

Why This Information Is Being Collected

1. To better understand the geographic demographics of our visitors.
2. To aid in our improvement of site experience, and improving our services
3. To facilitate greater communication and collaboration between Users

The GEAR platform will collect data with a retention length that depends upon: the length of time the User's information is deemed relevant, the length of time deemed reasonable to keep records, the length of time deemed necessary to demonstrate that GEAR has fulfilled its obligations to the User, the length of time as prescribed by law, regulators, or other associations, and our legitimate interest in retaining such information as detailed elsewhere in this document.

Use of Collected Information

Through its GEAR platform, NAESC may collect, store, and subsequently make use of any personal information to aid in the operation and maintenance of our website and greater organization. At times, it may be deemed appropriate at NAESC's sole discretion to utilize personally identifiable information in order to contact the User with announcements, opportunities, surveys, and/or other forms of notices.

Disclosure of Collected Information

NAESC may not disclose the information collected through GEAR from you except under the following circumstances:

1. In other ways described in this document to which you have consented to by use of the site
2. When aggregated with information collected from other Users in a manner under which all Users may remain anonymous
3. As required by law
4. To outside third parties who have agreed to keep the information confidential
5. As found necessary to enforce the Terms of Service
6. As found necessary to maintain all rights and duties of the National Association of Engineering Student Councils

Children's Information

NAESC values online protections for minors. Under the terms of this agreement, no individual under the age of 13 is permitted to use **naesc.org** and all subdomains, including but not limited to **members.naesc.org**. NAESC does not knowingly collect any personally identifiable information from children under the age of 13. If a parent, guardian, or other authority believes any NAESC service, including GEAR, contains personally-identifiable information of a minor under the age of 13, please contact **technology@naesc.org** immediately.

Storage and Security of Collected Information

NAESC takes precautions to protect the information collected from all Users. When the User submits information through the GEAR platform, their information is protected both online and offline. Modern web security protocols are employed to encrypt information during transmission. This can be verified through the lock icon visible in some browser address bars, and the “https” protocol preceding the url. If the User has any questions pertaining to storage and security of information in GEAR, please contact **technology@naesc.org**.

Acceptance of Terms

Through assenting use of the GEAR platform, the User accepts all terms and conditions as detailed within this privacy policy agreement. If the User does not agree with these terms and conditions, they must refrain from further use of the site - subsequent use following updates to this document entails consent to such changes.