

# Privacy Policy



## Overview

ESC Region 12 respects the privacy of our online visitors and will post any changes to this policy here. By using the ESC Region 12 website, you consent to the collection and use of information as described in the current policy. Under some circumstances, ESC Region 12 may be compelled to disclose such information in accordance with the Texas Public Information Act or other legal or administrative requirements.

ESC Region 12 does not collect personal information about website visitors unless you choose to provide that information to us as part of an inquiry, request or order. Should you provide such information, you are giving ESC Region 12 permission to use that information to complete your inquiry, request or order.

ESC Region 12 does not sell personal information to outside parties. ESC Region 12 will not release e-mail addresses that you provide to us to outside parties except as may be required by the Texas Public information Act or as may be required by law to protect ESC Region 12's legal rights.

## Personal Information

ESC Region 12 does not collect any specific personal information about website visitors—such as name, postal address, or e-mail address—except when such information is knowingly, and voluntarily, provided to ESC Region 12. Personal information is obtained from online transactions such as professional development registrations, online purchases, e-mail newsletters, online surveys, membership purchases, or employment or admissions applications. If ESC Region 12 is provided with such information, you are giving ESC Region 12 permission to use that information to respond to or process your request. For monetary transactions the financial aspect of the transaction is temporarily stored until the transaction has been completed then purged according to standard PCI practices.

ESC Region 12 automatically collects and stores "non-personally identifiable" information for statistical purposes. This information helps ESC Region 12 monitor how visitors use the site. This information may include: your browser software (e.g., Internet Explorer, Mozilla, Netscape Navigator), operating system (e.g., Windows or Macintosh), name and domain of your Internet Service Provider (e.g., AOL, NET.com), and the Internet Protocol (IP) address of the computer you are using.

## What information do we collect?

We collect information from you when you register on the site, place an order, enter a contest or sweepstakes, respond to a survey or communication such as e-mail, or participate in another site feature.

When ordering or registering, we may ask you for your name, e-mail address, mailing address, phone number, credit card information or other information. You may, however, visit our site anonymously.

We also collect information about gift recipients so that we can fulfill the gift purchase. The information we collect about gift recipients is not used for marketing purposes. Like many websites, we use "cookies" to enhance your experience and gather information about visitors and visits to our websites. Please refer to the "Do we use 'cookies'?" section below for information about cookies and how we use them.

### **How do we use your information?**

We may use the information we collect from you when you register, purchase products, enter a contest or promotion, respond to a survey or marketing communication, surf the website, or use certain other site features in the following ways:

To personalize your site experience and to allow us to deliver the type of content and product offerings in which you are most interested.

To allow us to better service you in responding to your customer service requests.

To quickly process your transactions.

To administer a contest, promotion, survey or other site feature.

If you have opted-in to receive our event notice subscriptions, we will send you periodic e-mails. If you would no longer like to receive promotional e-mail from us, please.....

### **How do we protect visitor information?**

We implement a variety of security measures to maintain the safety of your personal information. Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. When you place orders or access your personal information, we offer the use of a secure server. All sensitive/credit information you supply is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our databases to be only accessed as stated above.

### **Do we use "cookies"?**

Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. For instance, we use cookies to help us remember and process the items in your shopping cart. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Netscape

Navigator or Internet Explorer) settings. Each browser is a little different, so look at your browser Help menu to learn the correct way to modify your cookies. If you turn cookies off, you won't have access to many features that make your site experience more efficient and some of our services will not function properly. However, you can still place orders over the telephone by contacting customer service.

### **Changes to our policy**

If we decide to change our privacy policy, we will post those changes on this page. Policy changes will apply only to information collected after the date of the change. This policy was last modified on September 15, 2015.

### **Questions and feedback**

We welcome your questions, comments, and concerns about privacy. Please send us any and all feedback pertaining to privacy, or any other issue.

### **Online Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.