

CELA PRIVACY POLICY

Council of Educators in Landscape Architecture (CELA) is committed to keeping your contact information including your e-mail address confidential. *We do not sell, rent or lease* to third parties the emails of members, Annual Conference attendees or anyone else with whom we conduct business.

In an effort to maintain efficient service while respecting the privacy of those who visit the CELA web site and correspond electronically with CELA, CELA has posted the following privacy policy. By using our web and mobile sites or our mobile applications, you agree to our practices concerning such information, including our use of cookies, as described below, which may be revised from time to time.

INFORMATION COLLECTION AND USE

We will collect personal information while offering our service. The information that you provide us, includes, but not limited to, your name, employer's name, address(es), telephone and fax number, e-mail address, and credit card information. CELA may use and store such information in order to notify you of official CELA business; provide a product or service you requested; secure your membership status; complete your online donation; analyze, evaluate, and improve member and prospective member needs and interests; alert you of CELA news, activities, courses and programs, services and benefits; and for other legitimate and lawful business purposes. In addition, we may collect cookie data, internet protocol addresses, and web browsing records of navigation patterns while visiting our website. Personally identifiable information may be given to a third party in order to complete a specific business transaction on behalf of CELA. Contact information from inquiries received by CELA may be shared with CELA members to provide a service, satisfy a question, or develop a prospective business relationship. We may disclose personally identifiable information to the proper authorities if we become subject to a subpoena or court order, or if we are otherwise legally required to disclose such information.

REGISTRATION AND ORDER FORMS

In order to register or enroll to attend CELA events, meetings, or conferences; or request products or services; you may be required to fill out a registration or order form and provide

personally identifiable information which we will use to process your registration or order. In certain circumstances, a program accessed through the sites may be jointly sponsored or co-sponsored with other organizations and registration may or may not be handled by CELA. In such event, this privacy policy will not apply – instead, such third-party’s privacy policy will be controlling. Please note that CELA is not responsible for the privacy policies of these other organizations (or their use of your personally identifiable or other information) and hereby disclaims any liability or responsibility in connection therewith. In addition, your name and information may appear on registration or attendee lists distributed at CELA events, meetings and conferences to other attendees and third parties.

COLLECTING COOKIES

Cookies are files with small amount of data that is commonly used an anonymous unique identifier. These are sent to your browser from the website that you visit and are stored on your computer's hard drive. Our website uses these “cookies” to collection information and to improve our service. You have the option to either accept or refuse these cookies by changing the option of setting your computer, and know when a cookie is being sent to your computer. If you choose to refuse our cookies, you may not be able to use some portions of our service.

SERVICE PROVIDERS

Our Service may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. We have no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services.

Our sites and mobile apps may contain links to websites operated by third parties due to the following reasons:

- To communicate with our members and member schools regarding your membership, subscription, conference/event registration or information of interest
- To improve our communications and contents to facilitate our service;
- To purchase products or services including conference/event registration;

- To understand the demographic makeup of our membership; or
- To assist us in analyzing how our service is used.

We want to inform our service users that these third parties have access to your personal information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose.

SECURITY

We value your trust in providing us your personal information, thus we are striving to use commercially acceptable means of protecting it. Online registration and information such as credit card numbers will be secured using a commercially accepted method of encryption. But remember that no method of electronic transmission over the internet, or method of electronic storage is completely infallible, and we cannot guarantee its absolute security. If you become aware of any breach of our website security, please contact us immediately.

UPDATING PERSONAL INFORMATION AND PARTICIPATION

You may contact CELA as set forth below to update your personally identifiable information, opt-in to, or opt-out of any service at any time. We will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be amended from time to time. We will post any changes of this Privacy Policy on this page. Thus, we advise you to review this page periodically for any changes. We will notify you of any significant changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.

ACCEPTANCE OF OUR PRIVACY POLICY TERMS

Using the CELA website indicates your acceptance of our privacy policy. Your continued visits to the CELA website after changes are posted to this Privacy Policy will signify your acceptance of those changes.

CONTACT US

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us.

CONTACT INFORMATION

If you have questions, please contact us at:

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