



Data Collection, Management and Privacy Policy

2014

The HEB Chamber of Commerce staff is committed to maintaining the trust and confidence of our members and visitors to our website as well as access to our membership directory. Privacy concerns are taken seriously. The following policy is designed to explain the information is collected and used so that you will feel secure in utilizing our site and being included in the Chamber database.

Website and Social Media Statistics

The Chamber reviews the number of hits, unique visitors, page views and advertisement clicks for its own statistical information purposes only. No attempt is made to link hits with the individuals who actually browse the site. Advertisers who request the amount of hits, clicks or other website statistics will be given this information for them to evaluate their return on investment. No personal information is available on who has visited the site. Social Media site statistics are also gathered for the Chamber's statistical information purposes only.

Visitors Access

You can access the HEB Chamber's website at www.heb.org and browse the site without disclosing your personal information. Our website does not enable visitors to communicate with other visitors or to post information to be accessed by others.

Personal Information

This policy applies to all information collected or submitted on the Chamber's website. We do not collect personal identifying information on visitors to our website except to the extent that your web browser provides information to our web server (for example, your IP address or the site you link form); or to the extent that you provide information to us in an email message or other Chamber correspondence.

We do not collect information about visitors from other sources such as private records, other websites or other means of email ranking. We utilize cookies strictly to track the user for the duration of their visit to our website for the Chamber's analytical use only. No personal identifiable information is stored in the cookie and it is not used for any subsequent tracking once the user leaves the site.

We do give people the opportunity to submit their personal information to be subscribed to the newsletter, or apply for membership, and Leadership HEB. This data is provided by the visitor by choice, and only utilized by the Chamber for the purposes identified.

Database

The HEB Chamber maintains an up to date membership data base on a secure server. The information collected in the database is for Chamber use only. Membership in the Chamber is an implied effort by the member to be known with the membership and the community as a member in good standing who wishes to be contacted for services and/or products. This being said, on the Chamber website, members contact names, addresses, websites and emails (if member wishes to be published) are available online in the accessible membership directory. For printed publications

such as the annual membership directory, members are listed with email addresses and websites when available. The printed membership directory is available to members and nonmembers at no charge. The Chamber does provide, for a fee, the entire membership database in a spreadsheet format without email addresses or fax numbers.

Emails

Return email addresses are only used to answer the email requests the Chamber receives. These email addresses are not added to our database, nor sold or given to any other parties. Only Chamber members who provide their email addresses to the Chamber will be contacted by email. It should be noted that Chamber emails sent out through Constant Contact sometimes have links to the Chamber website. This information is captured by Constant Contact for the Chamber's knowledge, however the Chamber does not use/nor retain these email addresses.

If an email address is provided through the website for a person to receive the Chamber's weekly emailed newsletter, this email address is retained for that purpose only.

Links

The HEB Chamber links to members' sites and other official sites for business related matters. The Chamber is not responsible for the privacy practices or the content of such websites.

Event or Membership Online Registration or Payment

If you choose to register for events or join the Chamber by using your credit card on our website you will be required to give personal contact and credit care information. Credit card information is kept secure through Authorize.net. In addition to providing the above information, if you choose to correspond further through email we may retain the content of your email messages together with your email address as proof of registration.

Credit Card Information on Printed Forms

If you provide your credit card information on a printed membership application, registration or sponsorship form, the form will be kept in a locked file cabinet until the credit card is approved. Once the credit card is approved the credit card information will be redacted. Once the printed form is no longer needed, the form will be shredded. The above applies to credit card information received by email or in a phone call also. If you give the Chamber credit card information for a monthly charge, that information is kept in a locked file cabinet.

How to Correct Your Information

Any requests for modifying, correcting, updating or deleting your personal record must be provided to the HEB Chamber of Commerce. Mail corrections should be sent to P. O. Drawer 969, Bedford, TX, 76095; email to chamber@heb.org; or call 817/283-1521.

Changes in Privacy Policy We reserve the right to change this policy at any time by posting a new privacy policy on our website.