

PRIVACY POLICY

Effective January 19, 2013



Who We Are

This is the International Council on Hotel, Restaurant and Institutional Education ("ICHRIE") Data and Internet Privacy Policy. You can write to us at 2810 North Parham Avenue, Suite 230, Henrico, Virginia 23294. We can be reached by email at membership@chrie.org, or you can call us at +1 (804) 346-4800.

ICHRIE values individual privacy and we want our members to know what information we collect about them and how they can limit the use of personally-identifiable information beyond the purposes for which they first provided it. At all times, however, ICHRIE reserves the right to disclose information where required by law or to comply with valid legal process (such as a search warrant, subpoena or court order), or during emergencies when safety is at risk.

Whenever we change our policy, we will give reasonable notice by posting a notice on our home page. Since these policy change notices last only for a limited time, however, you should check this Privacy Policy regularly to see if there have been any changes. To view our Privacy Policy at any time go to <http://www.chrie.org>.

Data We Collect and How We Use It

Personally Identifiable Information

ICHRIE collects information from its members (including names, addresses, business phone numbers, business fax numbers, and email addresses) for inclusion in an online membership directory that is distributed to the association's members. Access to directory information is available only to ICHRIE's members on ICHRIE's website. You may choose at any time to remove your name, telephone and fax numbers, and postal and email addresses from the membership directory or from lists we use to send notices or updates and elect not to receive correspondence from us by emailing us at optout@chrie.org.

We collect other information that you might supply voluntarily, such as survey information. If you purchase a product or service at our site, we will also ask for your credit card number or other account number you wish to be charged. We do not give out your credit card or other account information to third parties unless you authorize us to do so or if it is necessary to fulfill our responsibilities, including, but not limited to, delivering a product or servicing your order.

We may use this information to respond to an email or other inquiry or request, to help improve our website and our services, to customize your experience at our website, or to send updates or notices about our organization and the products we offer that we think may be of interest to you.

We may also combine this information with other generally or publicly available information to help us identify visitors' preferences or interests. We may provide information that identifies you to companies that assist us in these activities, such as helping us fulfill your request for a product, service or information.

Further, with the members' express approval, ICHRIE may occasionally provide, sell, or rent limited data to third parties, including companies that offer products and services for sale to ICHRIE's members. This limited data includes names, job titles, companies/organizations, and business addresses, but do not include business phone numbers, business fax numbers, or email addresses.

Children's Policy

ICHRIE's website is intended for adults. ICHRIE does not knowingly collect personal information from children under the age of 13. If ICHRIE obtains knowledge that it has personally identifiable information about a child under 13 in retrievable form in its files, ICHRIE will delete that information from our existing files.

Cookies & Computer-Related Information

Website cookies are pieces of information stored on the website browser of your computer's hard drive ("Cookies"). The ICHRIE's website uses Cookies to track registered user IDs and passwords, to provide tailored content, to

distinguish unique from returning visitors, and may be used by our staff to detect and resolve website problems and to assist with customer support.

Third-party vendors may also use Cookies to provide tailored ad content and information. The ICHRIE website does not collect Personally Identifiable Information using Cookies. You may set your computer's website browser to refuse Cookies or to alert you before accepting them.

Our web server automatically collects information from your computer and navigation patterns when you visit our site, including your Internet Protocol (IP) address, the computer's operating system, the type of browser you use, and the specific web pages visited during your connection. We may also track data such as the total number of visits to our website and the number of visitors to each page of our website.

We may use this information, in aggregate form, for system maintenance and to better understand how our visitors use our site and services so that we can make them better. ICHRIE may also share statistical or demographic information in aggregate form with third parties for marketing or research purposes. This aggregate data will not contain any information that personally identifies you.

How You Can Control and Update Data About You

We want to be sure that we keep only the most accurate and up-to-date information about you in our records. Therefore, whenever you believe that your contact information needs to be updated, you can either update your membership record on the ICHRIE website or email us at membership@chrie.org to correct or update your contact information. You may choose at any time to remove your name, telephone and fax numbers, and postal and email addresses from the lists we use to send notices or updates and elect not to receive correspondence from us by emailing us at optout@chrie.org.

Users may request that ICHRIE refrain from disclosing to third parties the data it collects on its membership application form or any other form on which users are providing information by refraining from checking the "opt-in" box that appears on each form on which a user provides information. Alternatively, users may contact ICHRIE at optout@chrie.org.

Other Internet sites you visit—including those linked from the ICHRIE website—may have their own privacy policies or no policy at all. Other websites might use personal information differently than our policy permits. We strongly encourage you to review the privacy policies of any site before providing any personal information.

Data Integrity and Security

All ICHRIE employees must abide by ICHRIE's Privacy Policy. Only authorized employees are permitted to have access to personally-identifiable data about members and website visitors, and that access is limited to what is reasonably needed to perform an employee's responsibilities, such as providing updates or notices or customer service. Employees who violate our privacy policies are subject to disciplinary action.

Approved by the ICHRIE Board of Directors at its business meeting held January 19, 2013 at the St. Louis Union Station Hotel in St. Louis, Missouri USA.