



## **OOO POLICY 2024 – 7**

### *OOO Website Privacy and Access Policy*

*Approved: 11/09/2023*

OOO takes both privacy and security seriously. With user privacy and security in mind we created the following policies for OOO.

- OOO does not sell or rent your personally identifiable information to third parties for marketing purposes.
- OOO does not share your contact information with another user without consent.
- All personally identifiable information you provide will be secured using industry standard protocols and technology by our third-party web service companies.

### **Personal Information Collected**

The primary method of collecting personal information is through forms, the event registration process, and member account registration. OOO requires personal information during these processes in order to ensure the users information is accurate and allowing OOO to verify the information when necessary. By default, this information is not displayed unless noted otherwise.

### **Cookies**

Like most websites, OOO uses cookies and web log files to track site usage. A cookie is a tiny data file which resides on your computer which allows OOO to recognize you as a user when you return to our site using the same computer and web browser. Unfortunately, if your browser settings do not allow cookies, you will not be able to use our website. Like the information you enter at registration or in your profile, cookie and log file data is used to customize your experience on the web site.

We use cookies to improve the quality of our service by storing user preferences and tracking user trends. Most browsers are initially set up to accept cookies, but you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. Unfortunately, if your browser settings do not allow cookies or you opt to refuse all cookies, you may not be able to use our website or services. OOO does not store personally identifiable information in the cookies.

### **Log files and IP Addresses**

Due to the communications standards on the Internet, when you visit the OOO web site we

automatically receive the URL of the site from which you came and the site to which you are going when you leave OOC. We also receive the Internet protocol (IP) address of your computer (or the proxy server you use to access the World Wide Web), your computer operating system and type of web browser you are using, email patterns, as well as the name of your ISP. This information is used to analyze overall trends to help us improve the OOC service. The linkage between your IP address and your personally identifiable information is never shared with third parties without your permission or except when required by law.

## **Legal Disclaimer**

OOO may need to disclose personal information when required by law. OOC will disclose such information wherein we have a good-faith belief that it is necessary to comply with a court order, ongoing judicial proceeding, or other legal process served on our company or to exercise our legal rights or defend against legal claims.

## **Disclosures to others**

OOO may also disclose your personal information you provide to allied trades, as needed, and as approved by the OOC Executive Subcommittee.

## **Changes to this Privacy Policy**

OOO may update this privacy policy. In the event there are significant changes in the way we treat your personally identifiable information, we will display a notice on this site. Unless stated otherwise, our current Privacy Policy applies to all information that we have about you and your account. If you continue to use the OOC service after notice of changes have been sent to you or published on our site, you hereby provide your consent to the changed practices.

## **Security**

In order to secure your personal information, access to your data on OOC is password-protected, and sensitive data is protected by SSL encryption when it is exchanged between your web browser and our web site. It is your responsibility to protect the security of your login information. Credit card payments through the OOC website are handled by Square. Visit the Square privacy & security policies here: <https://squareup.com/help/us/en/article/3797-secure-data-encryption>

## **Access**

Member-only content access is given to OOC member companies and individuals only. All current OOC member companies may have an unlimited number of company employees request website

access. Member company representatives are responsible for notifying OOC if an employee with website access is no longer with the company.

Member-only content is not to be shared with outside entities without the express written consent of OOC.

Member accounts are active so long as they are accessed within an 18-month period. If a member account has not been logged into within the previous 18 months, the account will be deleted and said member must re-request access, if desired.

OOO reserves the right to remove any member account at any time.

This policy will expire on December 31, 2024 and may be renewed or adjusted for 2025.