

The Center for Human Services Education Privacy Policy

THIS VERSION IN EFFECT SINCE DECEMBER 1, 2015

The Center for Human Services Education, a division of Heritage Christian Services, operates this Web site, humanservicesed.org (this "Web Site"). (The Center for Human Services Education shall hereinafter be referred to as the "CHSE"). Both CHSE and Heritage Christian Services ("CHSE" or "we" or "us") recognize that you care how information about you is used and shared. We have created this Privacy Policy to inform you of our information collection, use and sharing practices for this Web Site.

Please be advised that the practices described in this Privacy Policy apply only to information gathered by us through this Web Site and, where applicable, through our Operations Department in connection with this Web Site, and do not necessarily reflect our practices with respect to information gathered through other Web sites that we operate or through other off-line means. This Privacy Policy does not apply to information, including Personal Information (see below), you reveal or post in any public forum on this Web Site, your use of Web sites linked to this Web Site, or any other Web sites.

If you have any questions regarding this Privacy Policy, you should contact our Operations Department by email at chse@humanservicesed.org.

By using this Web Site, you signify your assent to the collection, use and sharing practices described in this Privacy Policy with respect to Non-Personal Information (see below). By providing Personal Information to us through this Web Site or through our Operations Department in connection with this Web Site, you signify your assent to the collection, use and sharing practices described in this Privacy Policy with respect to Personal Information.

What Information About Me Is Collected and Stored?

We collect two types of information on this Web Site: Personal Information and Non-Personal Information.

Personal Information

"Personal Information" is information we collect on this Web Site that can be used to identify or contact you, such as your full name, organization name, organization address, e-mail address, telephone number, and cell phone number. We will use the Personal Information that you provide to us only for the purposes described in this Privacy Policy or as otherwise disclosed at the time we request such information from you.

We collect and store Personal Information that you provide to us when using this Web Site or that you provide to our Operations Department when communicating offline or through e-mail. For example, when you open an account or register for a workshop, class or conference we collect and store some

or all of the Personal Information that you provide. This Personal Information is used to provide workshop, class or conference that you have registered for such as confirmations and to communicate changes. This Personal Information may also be used to contact you about up-coming workshops, classes or conferences you may be interested in and new site features, unless you have opted not to receive promotional communications in connection with this Web Site.

We also may collect and store information about you that we receive from other sources, to enable us to update and correct the Personal Information contained in our database and to provide training recommendations that we think will interest you.

Non-Personal Information

"Non-Personal Information" is information we collect on this Web Site that by itself cannot be used to identify or contact you, such as demographic information and other anonymous statistical data relating to the use of this Web Site. For example, we collect and store certain Non-Personal Information automatically whenever you interact with this Web Site, including your IP address, browser information and reference site domain name. We also collect Non-Personal Information regarding customer traffic patterns and site usage. This information is used to analyze and improve this Web Site and to provide our customers with a fulfilling training experience.

Also, like many Web Sites, we use "cookies", which are files stored on your computer's hard drive by your browser. Cookies help us to identify account holders and to optimize their registration experience. Most browsers accept cookies automatically but allow you to disable them. We recommend that you leave cookies "turned on" so that we can offer you a better experience on this Web Site.

Is Information Collected From Children?

We do not provide training to children, therefore any workshop, class or conference registered for through this Web Site directly to anyone who we know to be under the age of 18 will be cancelled. In addition, we do not collect any Personal Information from anyone who we know to be under the age of 18. Because it is important to protect the privacy of children on the Internet, if you are under the age of 18, you should not use this Web Site.

With Whom Do You Share Information?

Because the purpose for this Web Site is to register for, and maintain records of workshops, classes or conferences your organization may have sent you to or are a regulatory training your organization is required to send you to, we share information with your organization. In addition, we will share your transcript information with funding agencies such as OPWDD. We do not share with others any Personal Information that you provide to us through this Web Site or through our Operations

Department, except as described in this Privacy Policy at the time of disclosure, or in situations where you have provided consent.

We engage third parties to perform services in connection with the operation of our business. Examples of these services include payment processing and authorization, fraud protection and credit risk reduction, product customization, marketing and promotional material distribution, Web site evaluation, data analysis and, where applicable, data cleansing. We provide Personal Information to these third parties, but we authorize them to use this information only in connection with the services they perform.

We may release Personal Information if we believe in good faith that: the law or legal process requires it; we have received a valid administrative request from a law enforcement agency; or such release is necessary to protect the rights, property or safety of CHSE or Heritage Christian Services, or any of our respective affiliates, business partners, customers or others.

We may share Non-Personal Information with our marketing partners from time to time. Examples of Non-Personal Information that may be shared include the number of users who visited this Web Site during a specific time period or registered for a specific event through this Web Site. This information generally is shared in an aggregated form.

What Steps Are Taken To Keep Personal Information Secure?

We use various security measures, including Secure Socket Layer (SSL) encryption technology, to protect personal information that we collect. If you register through this Web Site, you will be asked to set up an account and provide a user name and password. You must provide an appropriate user name and password in order to access account information. In order to help protect your personal information further, you should be careful about providing your password to others. If you wish to cancel a password, or if you become aware of any loss, theft or unauthorized use of a password, please contact our Operations Department by email at chse@humanservicesed.org or by phone at 1-585-340-2051.

Although we exercise care to protect your Personal Information, we remind you that there is always some risk involved in transferring data over the Internet, particularly if you send information to us via an unsecured means, such as an email.

How Can I Access, Correct And Update Personal Information?

You can access, correct and update certain personal information that you have provided to us by logging into your account using the "login/register" link at the top of every page and then changing the information in the proper box.

There are a few ways in which you can tell us whether or not you want to receive marketing information. You can e-mail chse@humanserviceed.org or call the Operations Department at 1-585-

340-2051. Please keep in mind that opting out of marketing materials may cause you to opt out of confirmations as well.

What Happens When I Link To Or From Another Web Site?

This Web Site may contain links to Web Sites operated by third parties. Please be advised that the practices described in this Privacy Policy do not apply to information gathered through these other Web sites. We encourage you to be aware of when you leave this Web Site and to read the privacy policies of each and every Web site that you visit.

How Will I Be Informed About Changes Regarding This Privacy Policy?

If we make any material changes to this Privacy Policy, we will post a notice on this Web Site notifying users of the changes. In some cases, we also may send an email notifying users of the changes. You should check this Web Site periodically to see if any recent changes to this Privacy Policy have occurred.