



# Privacy Policy

## **Protecting your private information is our priority.**

The Council Exchange Board of Trade (CEBOT) governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to CEBOT websites found here:

<http://www.cebota.us/websites>, and will be referred to as CEBOT websites. The CEBOT websites are e-commerce websites. By using the CEBOT websites, you consent to the data practices described in this statement.

## **Collection of your Personal Information**

CEBOT may collect personally identifiable information, such as your name. If you purchase CEBOT's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction. We may gather additional personal or non-personal information in the future.

Information about your computer hardware and software may be automatically collected by CEBOT. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding the use of the CEBOT websites.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through CEBOT's public message boards, this information may be collected and used by others.

CEBOT encourages you to review the privacy statements of websites you choose to link to from CEBOT so that you can understand how those websites collect, use and share your information. CEBOT is not responsible for the privacy statements or other content on websites outside of the CEBOT websites.

## **Use of your Personal Information**

CEBOT collects and uses your personal information to operate its websites

found here <http://www.cebota.us/websites>) and deliver the services you have requested.

CEBOTA may also use your personally identifiable information to inform you of other products or services available from CEBOTA and its affiliates. CEBOTA may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

CEBOTA does not sell, rent or lease its customer lists to third parties.

CEBOTA may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (email, name, address, telephone number) is transferred to the third party. CEBOTA may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries, coordinate member services. All such third parties are prohibited from using your personal information except to provide these services to CEBOTA, and they are required to maintain the confidentiality of your information.

CEBOTA will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on CEBOTA or the site; (b) protect and defend the rights or property of CEBOTA; and, (c) act under exigent circumstances to protect the personal safety of users of CEBOTA, or the public.

### **Use of Cookies**

CEBOTA websites may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize CEBOTA pages, or register with CEBOTA site or services, a cookie helps CEBOTA to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses,

shipping addresses, and so on. When you return to the same CEBOT website, the information you previously provided can be retrieved, so you can easily use the CEBOT features that you customized.

You can accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the CEBOT services or websites you visit.

## **Security of your Personal Information**

CEBOT secures your personal information from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

### **Children Under Thirteen**

CEBOT does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

### **Disconnecting your CEBOT Account from Third Party Websites**

You will be able to connect your CEBOT account to third party accounts. BY CONNECTING YOUR CEBOT ACCOUNT TO YOUR THIRD PARTY ACCOUNT, YOU ACKNOWLEDGE AND AGREE THAT YOU ARE CONSENTING TO THE CONTINUOUS RELEASE OF INFORMATION ABOUT YOU TO OTHERS (IN ACCORDANCE WITH YOUR PRIVACY SETTINGS ON THOSE THIRD PARTY SITES). IF YOU DO NOT WANT INFORMATION ABOUT YOU, INCLUDING PERSONALLY IDENTIFYING INFORMATION, TO BE SHARED IN THIS MANNER, DO NOT USE THE THIS FEATURE. You may disconnect your account from a third party account at any time. Members can access their Member Profile Privacy Settings access from the CEBOT Member Portal Site. Members can change their Privacy Settings by choosing one of the three options "Anybody", "Members", "No Access". This Privacy Setting applies to every field in the CEBOT database so members can choose a Privacy Setting for each field. Questions about our third-party member portal should be sent using our corporate site [www.cebot.us](http://www.cebot.us) or by emailing [cebot@cebot.us](mailto:cebot@cebot.us) - Please put "Third Party" in the subject line.

### Opt-Out & Unsubscribe

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from CEBOT by contacting us here:

- Web page: [www.cebota.us](http://www.cebota.us)

- Email: [cebota@cebota.us](mailto:cebota@cebota.us)

- Phone: 202-600-7828

### Changes to this Statement

CEBOT will occasionally update this Statement of Privacy to reflect company and customer feedback. CEBOT encourages you to periodically review this Statement to be informed of how CEBOT is protecting your information.

### Contact Information

CEBOT welcomes your questions or comments regarding this Statement of Privacy. If you believe that CEBOT has not adhered to this Statement, please contact CEBOT at:

### Headquarter Office

Council Exchange Board of Trade (CEBOT)

Office: 1629 K St. NW, Suite 300, Washington D.C. 20006

Email Address: [cebota@cebota.us](mailto:cebota@cebota.us)

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The Council Exchange Board of Trade (CEBOT), is organized as a 501(c)6 Trade Association.

CEBOT Privacy Policy [Click here to view privacy policy](#)

CEBOT TERMS AND CONDITIONS [Click here to view terms of service](#)

CEBOT REFUND POLICY [Click here to view refund policy](#)