

## **The Greater Bethesda Chamber of Commerce Privacy Policy**

This privacy policy discloses the privacy practices for [www.greaterbethesdachamber.org](http://www.greaterbethesdachamber.org). This privacy policy applies solely to information collected by this web site. It will notify you of the following; What personally identifiable information is collected from you through the web site, How it is used and with whom it may be shared, What choices are available to you regarding the use of your data, The security procedures in place to protect the misuse of your information, How you can correct any inaccuracies in the information, Registration and user information to interact with the website, Cookies and Links.

### **Information Collection, Use, and Sharing**

The Greater Bethesda Chamber of Commerce is the sole owner of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell, trade or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order, request a bid, etc.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the

following at any time by contacting us via the email address or phone number given on our website; See what data we have about you, if any, change/correct any data we have about you, have us delete any data we have about you and express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone or email.

## **Registration**

In order to use this website, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the

products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

### **Orders**

We request information from you on our order form. To buy from us, you must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). This information is used for billing purposes and to fill your orders. If we have trouble processing an order, we'll use this information to contact you.

### **Cookies**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

Some of our business partners may use cookies on our site (for example, sponsors). However, we have no access to or control over these cookies.

### **Links**

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Refund Policy**

The following is intended to outline the Greater Bethesda Chamber of Commerce refund policy.

### **New Membership Applications**

New members, upon completion of their membership application, will be required to pay their annual dues, based upon the membership tier selected. Once paid, these due payments are non-refundable.

### **Existing Members**

Membership in the Greater Bethesda Chamber of Commerce can be cancelled at any time during the annual membership period. If the membership is cancelled, the Greater Bethesda Chamber of Commerce does not refund any portion of the remaining membership dues paid.

### **Invoices**

Invoices are issued to members both for annual Chamber membership renewals, and for services requested by the member, that are rendered by the Greater Bethesda Chamber of Commerce. These can include, but are not limited to: Email Communications, Publications, Mailings (labels and lists), Marketing Packages, Advertising, Event registrations and fees, Seminar registrations and fees.

Invoices are generated at the time the services are performed and are sent to the member for payment. Once paid, these payments are non-refundable.

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