

## NATIONAL CHIMNEY SWEEP GUILD PRIVACY POLICY

The NATIONAL CHIMNEY SWEEP GUILD (“NCSG”) PROVIDES THIS PRIVACY POLICY to inform you about the information IT collects at this website, why we collect such information, and how we will handle information we learn about you from your visit to our Website. YOUR USE OF THIS SITE SIGNIFIES your assent to our Privacy Policy. If you do not agree to our Privacy Policy, please do not use this site. YOUR USE OF THIS SITE IS ALSO SUBJECT TO OUR WEBSITE TERMS AND CONDITIONS.

Please note that when you visit our site any personal or non-personal data you provide will be transferred to the U.S. where our site is located. By using this site you consent to the collection, processing, transfer and storage of such data to the U.S.

### OUR PRIVACY COMMITMENT

NCSG is committed to protecting your privacy while you visit our website. We have developed the following principles to assure your privacy, as well as protect the personal information or data you supply to us. We respect the information you provide to us and we treat it carefully. If you choose not to provide personal information, you can still use much of this website, but you will not be able to access areas that require log-in.

### INFORMATION COLLECTED AUTOMATICALLY

As a general matter, each time a visitor or user enters this website, the website hosting company's server collects basic technical information, including the visitor's domain name, e.g., aol.com; referral data, e.g., the last URL a user visited prior to entering the website; and browser and platform type, e.g., Netscape browser or a Macintosh platform. We may use anonymous tracking technologies to collect, store and sometimes track information for statistical purposes and to improve the products and services we provide. We aggregate this information and use it to evaluate and improve our site.

### PERSONALLY IDENTIFIABLE USER INFORMATION

When you use this site, NCSG may collect personally identifiable information voluntarily provided by you, such as your first name, last name, company name, mailing address, e-mail address, telephone number, password, or login or user name. The information requested and collected depends on the feature offered. Your participation in these features and your sharing of your personally identifiable information with NCSG constitutes your agreement to such sharing.

## HOW WE USE INFORMATION WE COLLECT

NCSG collects personal data about our users to facilitate use of this site, register visitors for e-mail updates and other information and features, and respond to e-mails, comments, requests, or complaints. We provide recipients an opportunity to opt-out of all e-mail communications.

## INFORMATION WE SHARE WITH THIRD PARTIES

We do not share personally identifiable information with third parties for their marketing purposes without your consent, except that we may share your mailing address with suppliers of chimney cleaning products and equipment with whom we have written agreements. Certain features available at this site may require public posting of personal information, including your online and offline contact details. For example, the name, address, phone and facsimile number, e-mail address, and other personal information of suppliers and NCSG members may be posted and made available to third parties on this website. Your participation in these features constitutes your agreement to such sharing and posting. NCSG will not otherwise disclose your personal information without your consent except (i) to safeguard its website, intellectual property, users, or the rights of third parties, (ii) to investigate violations of our Terms and Conditions, or (iii) as required by law or in response to a court order or legal request.

## COOKIES

Some of the pages on this site utilize “cookies” so that we can better serve you when you next return to the site. Cookies are identifiers that a website places on your computer’s hard drive in order to facilitate the interaction between your computer and the website. Most web browsers automatically accept cookies, but you can usually change your browser to prevent that.

## Changes to our Privacy Policy

NCSG reserves the right, in its complete discretion, to change, modify, add, or remove portions of this policy at any time. Any changes to this policy will take effect upon posting, provided that the use of any information previously collected by NCSG will continue to be governed by the policy in effect when the information was collected. Please check back periodically for any changes we may make, as your continued use of this site following the posting of changes to these terms will mean you accept these changes.

## CONTACT INFORMATION

If you have any questions about this Privacy Policy, you may contact the National Chimney Sweep Guild at 2155 Commercial Drive Plainfield, Indiana 46168, or by e-mail at [office@ncsg.org](mailto:office@ncsg.org).

Effective Date: August 2007