

ASIS Houston Chapter Website Privacy Policy

ASIS International Houston Chapter recognizes that privacy is important. This Privacy Policy applies to all of the services offered by the Chapter website.

Information we collect and how we use it

We provide a number of services that do not require you to register for an account or provide any personal information to us. In order to provide our full range of services, we may collect the following types of information:

- **Information you provide** – When you sign up for service or promotion that requires registration, we ask you for personal information (such as your name, email address and an account password).
- **Cookies** – When you visit the Chapter website, our service provider send one or more cookies – a small file containing a string of characters – to your computer that uniquely identifies your browser. They use cookies to improve the quality of our service by tracking user trends, such as how people search. The Chapter site does not use Web bugs (also called Web beacons or Clear GIFs) to track or report visitor information.
- **Log information** – When you access Chapter services, our servers automatically record information that your browser sends whenever you visit the website. These server logs may include information such as your web request, Internet Protocol address, browser type, browser language, the date and time of your request and one or more cookies that may uniquely identify your browser.
- **User communications** – When you send email or other communications to the Chapter website, we may retain those communications in order to process your inquiries, respond to your requests and improve our services.
- **Retention policy**- All communications not archived for specific purposes and not otherwise deleted will be deleted no later than eighteen months from the date of receipt.
- **Affiliated sites** – We offer some of our services in connection with other web sites. The affiliated sites may have different privacy practices and we encourage you to read their privacy policies.
- **Links** – The Chapter website may present links in a format that enables us to keep track of whether these links have been followed. We use this information to improve the quality of our search technology, and customized content.
- **Other sites** – This Privacy Policy applies to Chapter website services only. We do not exercise control over the sites displayed as search results or links from within our various services. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you.

ASIS International Houston Chapter only processes personal information for the purposes described in this Privacy Policy and/or the supplementary privacy notices for specific services. In addition to the above, such purposes include:

- Providing our services to users, including the display of customized content
- Auditing, research and analysis in order to maintain, protect and improve our services
- Ensuring the technical functioning of our website
- Developing new services.

Information sharing

The Chapter only shares information with other companies or individuals outside of ASIS in the following limited circumstances:

- We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable Terms of Service, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of the Chapter, its users or the public as required or permitted by law.

We may share with third parties certain pieces of aggregated, non-personal information, such as the number of users who searched for a particular term, for example, or how many users clicked on a particular link. Such information does not identify you individually.

Please contact us at the address below for any additional questions about the management or use of personal data.

Information security

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, as well as physical security measures to guard against unauthorized access to systems where we store personal data.

We restrict access to information to Chapter Officers and agents who need to know that information in order to operate, develop or improve our services. These individuals are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Data integrity

The Chapter processes personal information only for the purposes for which it was collected and in accordance with this Privacy Policy or any applicable service-specific privacy notice. We review our data collection, storage and processing practices to ensure that we only collect, store and process the personal information needed to provide or improve our services. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.

Enforcement

The Chapter regularly reviews its compliance with this Privacy Policy. Please feel free to direct any questions or concerns regarding this Privacy Policy or the Chapter's treatment of information by contacting us through this web site or by writing to us at the address listed below.

When we receive formal written complaints at this address, it is the Chapter's policy to contact the complaining user regarding his or her concerns. We will cooperate with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the complaint.

Adherence to the ASIS International Houston Chapter's Privacy Policy

ASIS International Houston Chapter is firmly committed to the privacy of our sponsors and users. To this end, we make the security and confidentiality of your information our highest priority. Your email address and other private information are never shared without your express permission.

Changes to this Privacy Policy

Please note that this Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent, and we expect most such changes will be minor. Regardless, we will post any Privacy Policy changes on this page and, if the changes are significant, we will provide a more prominent notice (including, for certain services, email notification of Privacy Policy changes). Each version of this Privacy Policy will be identified at the top of the page by its effective date, and we will also keep prior versions of this Privacy Policy in an archive for your review.

If you have any additional questions or concerns about this Privacy Policy, please feel free to contact us any time through this web site or at:

Privacy Policy
ASIS Houston Chapter Website Committee
c/o Roger Piper, CPP
P.O. Box 347
Houston, TX 77001-0347

ASIS Houston Chapter Website Sponsorship Policy

Statement of Policy

ASIS International Houston Chapter welcomes corporate support on its website subject to the following guidelines:

- ASIS International Houston Chapter will not accept corporate sponsorship that reflects in a negative manner on the Chapter, does not align with its mission statement, or is not in the best interest of the Chapter membership as determined by decision-making parties listed below.
- ASIS International Houston Chapter does not accept corporate sponsorships for certain categories of products and services, including alcohol products, illegal drugs and drug paraphernalia, weapons, tobacco products or establishments, sexual escort services, gambling opportunities or casinos, weight loss products or plans, check cashing services and credit cards.
- An ASIS International Houston Chapter corporate sponsorship on the Chapter Web site does not represent a Chapter endorsement of the sponsor.
- ASIS International Houston Chapter does not endorse, directly or by implication, any products, services or ideas except those sponsored directly by the Chapter.

Purpose of Policy

ASIS International Houston Chapter seeks to provide an environment in which access to security resources can occur relatively free from the pervasive messages of the broader commercial society. The corporate sponsorship policy is designed to guide decision-making for Chapter Officers who are approached by external advertisers or sponsors who want to access the security community. The policy also is designed to be mindful of the Chapter's status as a nonprofit organization under the law.

Corporate Sponsorship

Sponsorship consists of grants/donations in support of various sections of the web site. The ASIS International Houston Chapter recognizes each sponsoring company for its philanthropy in a specific and consistent manner. No editorial statement or endorsement of any company or product is included as part of any sponsorship. *The Sponsor agrees that these policies are considered binding and agrees to adhere to these policies in order to secure a sponsorship.*

Chapter members must receive approval from the Chapter Chairperson before gifts are solicited. Because corporate sponsorships are charitable contributions by IRS definition and must be appropriately receipted under the law, the Chapter must report all gifts received in order to insure accurate accounting and acknowledgment of all contributions.

To be considered a contribution, a corporate sponsorship payment must include all of the following characteristics:

- A payment received from a business or commercial enterprise,
- A printed or other acknowledgment of the business or commercial enterprise from the Chapter,
- The acknowledgment may not contain:
 - The Chapter's endorsement of the business entity or its products or services, or
 - any qualitative or quantitative language about the business entity's products or services (e.g. statements or information about the quality or prices of products or services), or
 - any information other than business name, logo, address, telephone and/or Internet address
- The payment received may not be from a vendor as part of an exclusive provider arrangement between the Chapter and that vendor.

If the above characteristics are not all met, then the payment is considered advertising revenue according to tax laws and regulations (see tax implications below).

Sponsoring Levels

The Chapter website offers two levels of sponsorship; the "Sponsoring Partner" level and the "Sustaining Partner" level. The levels are defined by the prominence of the sponsor's logo within the website and are in recognition of the financial contributions of the sponsors. The "Partner" donation levels are established by the Chapter Website Committee, with concurrence of the Chapter Officers, at the commencement of each annual Officer cycle. Funding received by the sponsorships is used to support the upkeep of the website. Any additional funding not required for this purpose is used by the Chapter to support its education and charity activities.

The “Sponsoring Partner” will receive the opportunity to have their logo placed, in rotation, at the top of the Chapter website for the period of the sponsorship. In addition, the sponsor’s logo and a link to the sponsor’s website is available on the Chapter website “Sponsors” page.

The “Sustaining Partner” will receive the opportunity to have their logo placed, in rotation, at the top of the Chapter website “homepage”. In addition, the sponsor’s logo and a link to the sponsor’s website is available on the Chapter website “Sponsors” page.

The principle distinction between these two prominent website locations is that the “Sponsoring Partner” location is always visible, regardless of where one navigates on the Chapter website. The “Sustaining Partner” logo is only visible on the “homepage”.

Right of Renewal

Sponsorships are typically for one year periods, but may be modified with agreement from the Chapter and the sponsor. The sponsoring period will normally commence in January to coincide with the term of office of the Chapter Officers. All sponsorships are subject to the right of renewal of the previous year’s sponsor. The Chapter will contact each previous year’s sponsor to advise them of the right of renewal and the deadline for submitting their request to renew their sponsorship.

Should the previous year’s sponsor not meet the deadline or should they elect not to renew their sponsorship, the Chapter will then consider this sponsorship terminated and remove the sponsor’s information from the website.

Sponsors Logos and Hyperlinks

It is the responsibility of the sponsor to adhere to the logo specifications information, as it specifically relates to submittal of company logos to be used in promotion of the sponsorship.

The Chapter attribution “Sponsor’s” page will include a copy of the sponsoring company's logo and this logo graphic may be programmed as a hyperlink to the sponsoring company's Internet site home page. The Chapter will program the hyperlink.

Advertising

As a matter of policy the ASIS International Houston Chapter refrains from accepting advertising on its website.

To ensure the Chapter’s compliance with applicable tax laws and regulations, the responsible Chapter member is required under this policy to notify the Chapter Chairperson about advertising activity if any of the following conditions exist:

- A publication is issued more frequently than once per year and it contains advertising,
- A substantial part of any Chapter member’s job is devoted to selling advertising,
- The Chapter enters into an exclusive provider contract with a vendor and the vendor will make one or more payments to the Chapter.

Revenues received are to be classified as advertising revenues, if the transaction has any of the following characteristics:

- An endorsement by the Chapter of the business or commercial enterprise or its products or services.
- Qualitative or quantitative language about the business or commercial enterprises' products or services.
- An exclusive provider arrangement exists between the Chapter and a vendor and the vendor makes a payment to the Chapter.

Advertising revenues earned by the Chapter are subject to tax and should be classified as miscellaneous service revenue, so the applicable tax can be calculated and paid.

Tax implications of advertising and corporate sponsorship revenue

For revenue classification and tax purposes, a distinction is made between corporate sponsorship and advertising revenues. Corporate sponsorship revenue is considered contribution revenue not subject to tax, whereas advertising revenue is subject to tax depending on the facts and circumstances.

Responsibilities

The Chapter Website Committee Chairperson, in consultation with the Chapter Chairperson, is responsible for corporate sponsorship of ASIS International Houston Chapter Website.

The Chapter Treasurer is responsible for collecting sponsorship donations and posting them to the appropriate Chapter accounts.

Regulatory or Authoritative references

The authoritative reference for the Chapter website sponsor exemption is the IRS regulations at section 501 (c) (6) of the federal tax code.

Definitions/descriptions/abbreviations

"Advertising" means offering space in a print publication to another party for the purpose of promoting or marketing any trade or business, or any service, facility or product. Advertising includes messages containing qualitative or comparative language, price information or other indications of savings or value, an endorsement, or an inducement to purchase, sell, or use any company, service, facility or product.

"Corporate sponsorship" means accepting a contribution from a business or commercial enterprise in exchange for a printed or other acknowledgment that is limited to only the business name, logo, address, telephone, and/or Internet address.

Questions?

- Questions regarding the distinction between advertising and corporate sponsorship and the related tax implications should be directed to the Chapter Treasurer.
- Questions regarding pre-approval for and reporting of corporate sponsorship should be directed to the Chapter Website Committee Chairperson.
- All other questions or concerns should be directed to the Chapter Chairperson.

Responsible Chairperson: Chapter Website Committee Chairperson

Approved by: Chapter Chairperson

Date Originated: January 15, 2009

Date Last Modified: January 21, 2009

Date Last Reviewed: August 2, 2010

Frequency of review: Annually or more frequently as needed.

To whom this policy applies: All Chapter Officers responsible for sponsoring activity related to Chapter print, graphic, or electronic publications