



TPCB Privacy Policy

The Transportation Professional Certification Board, Inc. (TPCB) places a high priority on protecting your privacy. This privacy policy explains what types of information is collected by TPCB's website, www.tpcb.org, and how this information is used.

Scope

This privacy policy applies to all personal data processed by full-time and part-time employees, volunteers when acting on behalf of TPCB, contractors and partners doing business on behalf of TPCB, as well as all legal entities, all operating locations in all countries and all business processes conducted by TPCB.

Personally Identifiable Information is Collected

TPCB members and non-members that register for events and activities via www.tpcb.org or other print materials and individuals that sign up for TPCB certification provide us with contact information (such as name, e-mail address, education and professional information, etc.) We may use this information for specific, limited purposes. You may always "opt out" if you do not wish to receive our messages by clicking Unsubscribe in the footer of any message.

Processing Transactions

TPCB uses personal information such as name, address, phone number, e-mail address and company/employer to engage in interactions with you, including contacting you about certification, possible orders, donations, subscriptions, event participation or ITE membership. We use financial/credit card payment information to process your certification and may need to share some of this information with delivery services, credit card clearing houses, and other third parties to complete the transactions.

IP Addresses

TPCB uses your IP address to help diagnose problems with our server, to

administer www.tpcb.org, and for statistical metrics used to track website visitor traffic. Note that the IP address is dynamic and changes every time you connect to the internet. If you have broadband connection, depending on your individual circumstances, the IP address that we collect may contain information that could be deemed personally identifiable.

Cookies

www.tpcb.org uses "cookie" messages to automatically help provide better services. They remind us who you are and your preferences for our website based on what you've done and told us before. The "cookie" is placed in your computer and is ready when you come back to our website. Cookies let us take you to the information and features you're particularly interested in. They also let us track your usage of www.tpcb.org, so we know which parts of our sites are most popular. You can reject cookies or cancel them by instructing your web browser accordingly.

How Your Information May Be Used

We use your personal information to provide you with personalized service in the following ways:

To provide information based on your needs and respond to your requests.

TPCB may use your personal information to provide you with notices of new certifications, product releases, service developments, etc.

To provide online forums and social networks. Some services available on the website and through the TPCB Community permit you to participate in interactive discussions, post comments, announce opportunities, or share other content to a bulletin board or exchange, or otherwise engage in networking activities. Some of these services are moderated; all may be accessed for technical reasons (for example, for improvements or fixes). TPCB does not control the content that users post to these forums or social networks. You should carefully consider whether you wish to submit personal information to these forums or social networks and tailor any content you submit appropriately and in accordance with the relevant terms of use. You should also review any additional terms and conditions that may govern your use of these services, including terms related to sharing your personal information and receiving communications.

To administer certification and any related products. TPCB may contact you if you purchase anything related to certification to confirm certain information about

your order (for example, that you did not experience problems in the download process). We may also use this information to confirm compliance with licensing and other terms.

To communicate with you about a meeting, conference, or event. We may communicate with you about a meeting, conference, or event hosted or co-sponsored by TPCB or one of our business associates. This may include information about the event's content, event logistics, payment, updates, and additional information related to the event. Information you provide when registering for or participating in a conference managed or co-sponsored by parties, other than or in addition to TPCB may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. TPCB and its conference co-sponsors may contact you after the event about the event, subsequent iterations of the event and related events. Please note that TPCB conference, meeting or event organizers, co-sponsors, exhibitors, and other third parties may directly request your personal information at their conference booths or presentations. Providing your information to them is optional, and you should review their privacy policies to address your particular needs and concerns about how they will treat your personal information.

To communicate with you about general operations or announcements related to TPCB. This is typically done via social media, ITE Spotlight (the bi-weekly e-newsletter); the digital and print edition of the TPCB Journal, TPCB Community, the TPCB newsletter and other means of communication.

To include you in TPCB Community and the online Member Directory. If you are a certificant in one of TPCB's certification programs, we will include your information in TPCB's Online Member Directory and in the TPCB Community. If you do not wish to be included, you must contact aoneill@ite.org so that you can be removed.

To engage with third parties. TPCB may share your personal data with third parties in connection with services that these individuals or entities perform for or with TPCB. These third parties are restricted from using these data in any way other than to provide services for TPCB or for the collaboration in which they and TPCB are contractually engaged. These third parties are carefully selected by TPCB and obligated to keep your data secure. From time to time, we may also share your information with third parties whom we think might provide content, products, or services of interest to you.

To get feedback or input from you. In order to deliver products and services of most interest to our members and certificants, from time to time, we may ask members, certificants, volunteers, and website visitors to provide us input and feedback (for example through surveys, studies, focus groups, etc.)

To track visitors of our website. This lets us see which of our features are the most popular so we can better serve our users' needs. It also lets us provide aggregate data about our traffic (not identifying you personally, but showing how many visitors used which features, for example) to outside parties.

Note: You may choose to opt out at any time.

Email Privacy

TPCB does not sell, or rent email addresses to anyone outside the organization.

Modifications

We may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.

External Links

Some of TPCB's websites link to other sites created and maintained by other public- and/or private-sector organizations. TPCB provides these links solely for your information and convenience. When you transfer to an outside website, you are leaving the TPCB domain, and TPCB's information management policies no longer apply. TPCB encourages you to read the privacy statement of each external website that you visit before you provide any personal data.

European Union Privacy Rights

Under the General Data Protection Regulation (Regulation EU 2016/679) (also known as GDPR), if you are an individual protected by the GDPR you may have certain rights as a data subject. To request information about or avail yourself of those rights, please send an email to kdriggs@ite.org

Contact:

Transportation Professional Certification Board

1627 Eye Street, Suite 600

Washington, DC 20006

202-785-0060

aoneill@ite.org

