

Federal Communications Bar Association Privacy Policy

Effective Date: November 1, 2007

I. Introduction

This is the official Privacy Policy of the Federal Communications Bar Association (“FCBA,” “we,” “us,” or “our”), a volunteer organization of professionals, including attorneys, engineers, consultants, economists, government officials and law students involved in the study, development, interpretation and practice of communications and information technology law and policy. This Policy will also govern the privacy practices of the FCBA Foundation, the charitable arm of the FCBA. The official website for the FCBA is www.fcba.org (“Site”). We are committed to protecting the privacy of our members and those who visit our Site. This Privacy Policy explains the type of personally identifiable information (“Personal Information”) we collect, what we use it for, who we will share it with and how we will protect it.

This Site is governed by laws and regulations of the United States (“U.S.”). If you are not a resident of the U.S. and you chose to join the FCBA or to participate in FCBA events and activities that require the submission of your Personal Information, you hereby freely consent to the transfer and processing of your Personal Information to the U.S. and you consent to be governed by the laws and regulations of the U.S. with regards to the use of your Personal Information.

Personal Information includes your name, address, phone number and e-mail address and any other information that is associated with your Personal Information. In the U.S., “Sensitive Personal Information” is personally identifiable information that is more confidential or sensitive in nature, such as your credit or debit card account number, social security number, and driver’s license. We will tell you how we secure your Personal Information and Sensitive Personal Information and also what is the best way to contact us if you would like to review your Personal Information, Sensitive Personal Information or share your questions and comments.

For the purpose of this Policy, we generally use the term “Personal Information” to include both confidential and non-confidential Personal Information, unless designated otherwise. This Privacy Policy governs all forms of Personal Information collected and used by the FCBA, and the FCBA Foundation offline and online.

We reserve the right to modify this Policy at any time without prior notice. However, if there are material changes, we will notify you by e-mail and/or by postal mail. When we modify the Policy, we will post the revised Policy on this Site, with a notice on the homepage when such changes have been made.

II. Collection and Use of Personal Information

We collect Personal Information online and offline only if you choose to provide it to us. If you choose to complete an FCBA membership application, register for an FCBA conference or seminar, or order a publication, participate in an FCBA Foundation event, or make a charitable donation to the Foundation, we will ask you to provide your name, job title, name of company, business address, business phone, fax number and e-mail address. The FCBA does not collect home addresses, home phone numbers or home e-mail accounts unless you decide to provide this information to the FCBA. You may also submit the name of your spouse and/or children if you choose to register for a family-oriented event, such as the Annual Spring Seminar.

The FCBA Foundation will also collect Personal Information from scholarship applicants. Applicants are required to submit a résumé and transcript with their application. Scholarship winners are also required to submit their social security number for administrative purposes.

We collect a credit or debit card account number and expiration date from members or other individuals to pay for membership dues, FCBA events fees, publications, audio or video materials and donations to the FCBA Foundation. For payments made offline, we submit the Personal Information needed to secure payment to the appropriate clearinghouse. If payment is submitted online, we use an authorized third-party operational service provider to collect and process your Sensitive Personal Information in a reasonably secure manner. Our operational service provider may also collect the security code associated with the credit or debit card. When members or other individuals choose to pay by check, we do not store checking account information. Payment information is retained for administrative and tax purposes.

If you are a member we also use your name and the contact information you choose to share with us to compile an Annual Membership Directory for the personal and professional use of FCBA members. Every effort is made to ensure the accuracy of the information contained in the Directory. On-line access to the Directory is password protected and restricted for use only by FCBA members and organizational staff. We may sell the Membership Directory to member law firms, other communications-related organizations and to major sponsors of FCBA seminars for direct marketing and promotional purposes. However, only your postal address is disclosed to third parties for marketing purposes. You may not opt-out of such disclosures.

We use your e-mail address to send you the FCBA's monthly newsletter and to share information about FCBA events. We will share your email address with other organizations that are co-sponsors or co-presenters of an FCBA event. If you are a non-member, we will also use your email address for FCBA-related promotional purposes only; we do not disclose your email address to non-related third parties for marketing purposes. If you wish to be removed from our e-mail distribution list, please complete the form to remove your e-mail address from our list, or call the FCBA at (202) 293-4000.

We also share information within the FCBA organization to improve service to our members and to enhance our organization's effectiveness.

All third-party operational service providers used by the FCBA are required to comply with the FCBA's Privacy Policy and practices.

To the extent permitted by law, we may disclose your Personal Information to government authorities or third parties pursuant to a legal request, subpoena, or to comply with other legal process. We may also use or disclose your Personal Information to protect the rights or property of the FCBA, and the rights, safety or security of our members, our employees, our Site, or its users, and to enforce our Terms of Use Agreement.

III. The Children's Online Privacy Protection Rule

The FCBA does not knowingly collect Personal Information from children under the age of 13. Any Personal Information knowingly collected from a child via the Site will be deleted.

IV. Cookies and Other Technology

By using our Site, some information may be automatically collected by our web servers as you browse our Site. For example, our web server automatically collects information known as "click stream data," such as the domain name of the site providing you with Internet access, the Internet protocol (IP) address used to connect your computer to the Internet, your browser type and version, operating system and platform, the average time spent on our site, pages viewed, information searched for, access times and other relevant statistics. We also collect information by using technologies and methodologies that enable tracking, such as "cookies". "Cookies" are small pieces of information that a website transfers to the hard drive of a visitor's computer for record-keeping purposes. "Cookies" provide visitors a personalized experience on our site by enabling us to determine unique preferences and trends based on visits to our website and to other websites.

V. Protecting Your Personal Information

The FCBA is committed to protecting the security of your Personal Information. We use reasonable security technologies and procedures to protect your Personal Information from unauthorized access, use or disclosure.

VI. Access to and Review of Your Personal Information

If you have registered for an event via the Site, you have limited access to your record online. You may review the history of your activity for the calendar year. However, you may not modify or correct any Personal Information on your record; all modifications or corrections must be submitted to the FCBA directly. If you would like to review, modify and/or correct your Personal Information, please contact us at fcba@fcba.org. You must authenticate your identity before we provide access to your Personal Information.

VII. External Links

In order to assist you and provide you as much information as possible, our Site contains links to other websites including those that offer information of professional interest to our membership. The FCBA is not responsible for the business or privacy practices or the content of such external websites. Therefore, we encourage you to review the privacy policy and terms and conditions of any third-party website linked to this Site before you submit any Personal Information.

VIII. Contact Us

If you have any questions or comments, please contact us at: fcba@fcba.org or (202) 293-4000.

Copyright © 2007, The Federal Communications Bar Association. All Rights Reserved.