

**Federal Communications Bar Association and
Federal Communications Bar Association Foundation
Privacy Policy**

Last Updated: November 10, 2015

This Privacy Policy explains how the Federal Communications Bar Association (“FCBA”) and the FCBA Foundation (collectively “we,” “our,” or “us”) may collect, use, share, and safeguard information collected regarding members, applicants for benefits, or other individuals (“you”), both offline and online on the FCBA website (the “Site”).

Information We Collect

Personal Information. We may collect certain personal information (“Personal Information”), such as your name, job title, business address, business phone number, and email address, online and offline, only if you choose to provide it to us. Likewise, we generally do not collect home addresses, home phone numbers, or home e-mail accounts unless you decide to provide this information to us. We will collect the name of your spouse and/or children only if you choose to register for a family-oriented event, such as the Annual Spring Seminar, and provide such information to us.

Payment Information. When a member or other individual conducts transactions with us, such as paying for membership dues, FCBA events fees, publications, audio or video materials and donations to the FCBA Foundation, we or our subcontractors collect certain payment information (“Payment Information”), such as a credit or debit card number.

Photography. When you attend FCBA or FCBA Foundation events, we may take photographs or videos including your likeness (“Image Information”).

FCBA Scholarship Applicant Information. The FCBA Foundation and/or its agents also collect Personal Information and social security numbers (collectively, “Applicant Personal Information”) from applicants seeking scholarships, stipends, grants, or other benefits.

Other Information. When you browse the FCBA’s website, including but not limited to the FCBA Foundation’s page on the FCBA’s website, the FCBA may collect certain electronic information, such as your IP address, the identity of your Internet Service Provider, your browser type, your operating system, the referring web page, and pages visited while on the Site.

How We Collect Information

As mentioned above, we collect information when you provide it to us. We also may collect Personal Information from social network sites if you join our member pages on such sites.

In addition, we may use “cookies” and other tracking mechanisms to collect information from you as you browse the Site. The information, however, is not shared with any further third party. Some browsers have incorporated “Do Not Track” mechanisms. Most of these mechanisms, when turned on, send a signal to the website or online service indicating that the user does not wish to be tracked online. Because there is not yet a common understanding of how to interpret Do Not Track signals, the Site does not currently respond to them. The Site’s features will function properly when cookies are disabled or removed. For more information about Do Not Track mechanisms, see <http://allaboutdnt.com/>.

We do not allow third parties, except for certain of our subcontractors (including Abila (the FCBA database management system), Stripe (a payment processor for online payments), and AwardSpring (which manages applications for FCBA Foundation award programs), to collect information directly from visitors of the Site. Our subcontractors collect and use information only at our direction; they may not share this information with other third parties.

How We Use and Share Your Information

We use the information described above to communicate with you, provide services to our members and enhance the organization’s effectiveness, offer FCBA events and seminars, administer the FCBA Foundation’s various programs, and improve our Site and services. Except as provided below, we will not sell, share, or disclose information we collect from or about you.

Information sent to or collected by us may be stored or processed in the United States. If you are not a resident of the United States 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 United States, and you consent to be governed by the laws and regulations of the United States with regards to the use of your Personal Information.

Membership Directory. If you are an FCBA member, we will use your name and the contact information you choose to share with us to compile an Annual Membership Directory (the “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. Online access to the Directory is password protected and restricted for use only by FCBA members and organizational staff. We may sell the hard-copy, printed Directory solely for personal and professional use. You may not opt-out of such disclosures.

Membership Mailing List Rental. We may sell, at the discretion and approval of the Executive Director, the membership mailing list to member law firms, other communications-related organizations, major sponsors of FCBA seminars, or others for direct marketing and promotional purposes. The list contains names and mailing address. We do not sell email addresses. You may not opt-out of such disclosures.

Newsletter, Website, and Social Media. We may display Image Information, sometimes combined with your name or other Personal Information, on our website, in our newsletter, and in postings on social media.

Events. We may share your email address and other contact information with other organizations that are co-sponsors or co-presenters of an FCBA event. If you wish to be removed from our e-mail distribution list, please contact us at (202) 293-4000 or fcba@fcba.org.

FCBA Foundation Programs. The FCBA may share Applicant Personal Information with third-party vendors in connection with the FCBA's scholarship, stipend, and other programs solely for the purpose of administering those programs.

Transactions. We may share Personal Information and Payment Information to conduct transactions at your request. Payment Information is used only to conduct transactions at your request and for related administrative and tax purposes. When members or other individuals choose to pay by check, we keep a copy of the check until it has cleared, at which point we shred the check within five business days. For payments made offline, we submit the Personal Information and Payment 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 your Payment Information and process the transaction in a reasonably secure manner. From the authorized third-party operational service provider, we are able only to see the last four digits of the credit card, the expiration date, and the cardholder name. We subject all Payment Information to reasonable security measures.

Improving Our Services. We share information within the FCBA and FCBA Foundation organizations to improve services for our members and to enhance our organizations' effectiveness.

Disclosure for Legal Purposes. To the extent permitted by law, we may disclose 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 Personal Information to protect the rights or property of the FCBA and/or the FCBA Foundation, and the rights, safety or security of our members, our employees, our Site, or its users, and to enforce our Terms of Use Agreement.

Access to and Review of Your Personal Information

If you have registered for an FCBA 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 (202) 293-4000 or fcba@fcba.org.

How We Protect Your Information

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

Links to Third-Party Websites

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. We are not responsible for the business or privacy practices or the content of such third-party 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 to the third-party website operator.

Children

We do not knowingly collect Personal Information from children under the age of 13. In the event you become aware that an individual under the age of 13 has provided us with Personal Information without parental permission, please advise us immediately.

Changes to this Privacy Policy

We reserve the right to modify this Privacy Policy at any time without prior notice. However, if we make material changes to the Privacy Policy, we will post notice of the revision on the FCBA website for a period of not less than thirty (30) days.

Contact Us

If you have any questions or comments, please contact **Kerry Loughney** at kerry@fcb.org or (202) 293-4000.