

# Terms and Conditions

## Membership

The term of Membership in the Central Fairfax Chamber of Commerce (“CFCC”) is 12 months from the date joined. This applies to all members, including those who are on the quarterly and monthly membership plans. Your membership will renew automatically at the end of the 12 months unless cancellation notice is provided in writing within 30 days of the renewal date. There are no refunds for membership dues.

For late payment of membership dues, there is a grace period of 7 days before losing member-only content, to include event registration as a member. After 14 days, all benefits of membership, including listing in the on-line directory will be lost. After 30 days of non-payment, membership will be terminated.

## Add-Ons

Business Investors and Non-Profit Organizations can choose to add on extra Marketing Services. The terms for these add-ons are 12 months from the dated added. The add-ons will renew at the end of 12 months unless cancellation notice is provided in writing within 30 days of the renewal date. All add-ons are “use or lose”.

## Events

The CFCC does not provide refunds for events that are not attended by the registrant, unless the CFCC cancels the event. An event registrant may send a substitute attendee. As a courtesy, the CFCC requests you notify [events@cfcc.org](mailto:events@cfcc.org) as soon as possible if sending someone other than the individual who was registered.

## Sponsorship

The CFCC does not provide refunds for sponsorships unless an event is cancelled by the CFCC. Benefits of sponsorship vary depending upon the event or committee sponsorship. Contact [executivedirector@cfcc.org](mailto:executivedirector@cfcc.org) for more information on Sponsorships.

# Data Protection and Privacy Policy

## Introduction

The Central Fairfax Chamber of Commerce is committed to protecting the privacy and personal information of our members and other visitors to our web site. This statement applies with respect to the information that we collect from visitors to our web site ([www.cfcc.org](http://www.cfcc.org)). This Data Protection and Privacy Policy statement applies to

information we collect to process commercial transactions initiated by customers on our web site (including the purchasing or renewing of memberships online).

By your use of our web site, you signify your assent to this privacy policy. By your use of this web site following posted changes to this privacy policy, you signify your assent to those changes.

### **Visitor Information**

Upon request, we provide site visitors with access to unique identifier information (e.g., membership number or username) that we maintain about them, transaction information (e.g., upcoming events that visitor is registered for), and contact information (e.g., name, address, phone number) that we maintain about them. This information is collected by the Central Fairfax Chamber of Commerce when visitors register for our events, apply for membership the Central Fairfax Chamber of Commerce, register to receive information from the Central Fairfax Chamber of Commerce at our Web site or otherwise direct communications to us.

Visitors can access this information by sending us e-mail to [info@cfcc.org](mailto:info@cfcc.org), calling us at (703) 268-58706, or writing to us at the main CFCC office address. Visitors can also access some of this information through our Web site.

We do allow site visitors to either change or retrieve their lost passwords online. If a site visitor forgets their active password, they can send an e-mail to [info@cfcc.org](mailto:info@cfcc.org) to retrieve their login information.

### **Data Accuracy**

The Central Fairfax Chamber of Commerce makes every effort to keep its membership and personally identifiable data current and accurate.

Upon request we offer members and other visitors the ability to change, modify, or correct contact information, financial information, unique identifiers, transaction information, and other communications. Visitors can have this information corrected by sending us an e-mail to [info@cfcc.org](mailto:info@cfcc.org), calling (703) 268-5870, or writing to us at the main CFCC office address. Much of this information can also be corrected by Members through our Web site.

### **Access and Use of Your Information by the Central Fairfax Chamber of Commerce and Others**

The Central Fairfax Chamber of Commerce is, in part, a networking organization that affords its members the opportunity to meet one another, build relationships, attend formal and informal networking and information-sharing opportunities, interact with potential clients and partners, exchange technical, marketing, and other information, and socialize with top officials and business leaders. Members join the Central Fairfax Chamber of Commerce, in part, to facilitate the exchange of information about the vast array of companies, products, services, expertise, and interests represented within the Central Fairfax business community

The staff of the Central Fairfax Chamber of Commerce has access to all information collected from the membership, including all information collected on this Web site. A visitor's contact information, including e-mail, postal address, phone, and fax numbers, will be used by the Central Fairfax Chamber of Commerce to keep the membership and site visitors informed about CFCC events, activities, opportunities, and news. This information might also be used by the Central Fairfax Chamber of Commerce to contact visitors regarding their membership status or account status.

Information about the membership, including information collected on this Web site, is made available to members of the Central Fairfax Chamber of Commerce and the public in a limited number of ways.

This includes presenting company names, company addresses, phone numbers, job titles, and other information about Central Fairfax Chamber of Commerce members in the online searchable membership directory of members with company contact information, which is available on [www.cfcc.org](http://www.cfcc.org). Central Fairfax Chamber of Commerce publications often mention individual Central Fairfax Chamber members in a variety of contexts (e.g., list of new members, news, accomplishments, participation in Central Fairfax Chamber activities).

Upon request and at no charge, the Central Fairfax Chamber of Commerce will provide an Excel file with the mailing addresses and primary phone number of all its member companies to members of the Central Fairfax Chamber of Commerce. The CFCC does not sell, provide for free or otherwise distribute our members' phone, fax, or e-mail addresses in ways other than through the printed and online membership directory. One exception to this policy is that in rare instances, CFCC sponsors will receive the contact information of CFCC member and non-member guests at our events and programs.

Contact information collected on this Web site from Central Fairfax Chamber of Commerce event registrants may be provided to event sponsors and speakers.

## **Financial Information**

When payment by a visitor to our web site is received by the Central Fairfax Chamber of Commerce, we document and store the last name and the last four digits on the credit card and other financial account information in our database for internal records to substantiate and evidence the transaction. The Central Fairfax Chamber of Commerce does not share this credit card or other financial account information with other Central Fairfax Chamber of Commerce members, other visitors to our Web site, or with the public. Under no circumstances will the Central Fairfax Chamber of Commerce conduct a transaction utilizing credit card or other financial account information without the authorization of the account holder.

## **Security of Visitor Information**

The Central Fairfax Chamber of Commerce uses its best efforts to protect the security of the personally identifiable data in its possessions consistent with this privacy policy statement.

## **Visitor Tracking**

For each visitor to our Web page, our Web server automatically recognizes that visitor's domain name. We collect the domain names to collect information on the pages our visitor's access. The information we collect is used exclusively for internal analysis and content improvement.

When a visitor to our Web site registers for an event, our server will collect and record that visitor's IP address and domain name to validate, substantiate and authenticate that transaction. This information is then stored for archival purposes.

## **Our Use of Cookies**

Cookies are pieces of information generated by a Web server and stored in the user's computer, ready for future access. Cookies are used to allow user-side customization of Web information. Cookies make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access.

Our visitors have the option of typing in their name or password each time they visit, or having this information automatically saved for them for their next visit. In the event a visitor wants this information saved for them, we use cookies to store their username and password.

If you choose to have your information saved, your web browser will store a cookie in your computer in a special file called a cookie list. Whenever you log onto our site, your web browser will automatically transfer your name and password to our server, so you do not have to manually enter this information each visit.

These cookies cannot be used to obtain other data from your hard drive, to learn your email address, or to acquire sensitive information about your person or organization.

If you choose not to have your username and password saved, no cookies are used.

## **E-Mail**

The Central Fairfax Chamber of Commerce uses e-mail to communicate with our members regarding events, news, and other information.

If you do not wish to receive e-mail from us in the future, please let us know by sending us an e-mail to [info@cfcc.org](mailto:info@cfcc.org) or call (703) 268-5870 or click the unsubscribe link on any of our e-mail marketing messages.

## **Advertisements**

The Chamber does not partner with or have contractual agreements ad placement services, such as Google Ads on our web site. All web ads on cfcc.org are placed by our members through direct agreements with the CFCC.

## **Changes In Our Data Protection and Privacy Policy**

If our Privacy policies of the CFCC or our business partners change at any time in the future, we will post the policy changes to our Web site. If you are concerned about how your information is used, please refer to our Web site periodically.

## **Violations of the Central Fairfax Chamber of Commerce's Privacy Policy**

The Central Fairfax Chamber of Commerce will make every effort to abide by its privacy policy. If you feel that this site is not following its stated privacy policy, you may contact Jennifer Rose, Executive Director, at [executivedirector@cfcc.org](mailto:executivedirector@cfcc.org).

## **MEMBERSHIPWORKS PRIVACY POLICY**

**MembershipWorks is a third party vendor that provides membership information databases services to the Central Fairfax Chamber of Commerce, including event registration and a searchable business directory through its MembershipWorks software.**

## **COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

When you become a customer, we ask for information such as your name, organization name, and email address. We also collect the email addresses and other personal information provided during account registration and data integration. Additionally, we access other lists generated from advertising, email inquiries, trade shows and conferences. Information we collect is stored on computer servers that we use to operate the Site.

These servers are in the U.S. Personal information of contacts processed through and/or stored via our Site will also be held by us in accordance with this Privacy Policy. From time-to-time, we use these lists to promote our services. If you do not wish to receive such contact in the future, please click the “unsubscribe” link on any promotional email you receive from us.

The personal information we collect is used to provide our products and services, for billing, for identification and authentication, for the general operation and improvement of our service, and to respond to inquiries, and is not used, shared with or sold to other organizations, except: to our service providers, as required to operate the Site and provide the products or services you've requested; to the applicable customer of the account in respect of which contact information is submitted to us; for collection purposes; to law enforcement agencies, in emergencies, for internal security matters, or where required by court order or search warrant; or when we have your permission. We do not contact our customers' contacts except as related to operating the Site (for example: event notifications and reminders, membership renewals, security, and other notifications).

We may also disclose personal information in connection with the transfer to the acquirer upon the change of control.

We may also record your computer's IP address with your order to help us identify fraudulent credit card use. We may share this information with the financial institution that issued the credit card with which an order was placed or with law enforcement authorities if we determine, or are notified, that the use of the credit card was fraudulent.

Your personal information is not used or disclosed by us for any other purpose.