

Privacy Policy

Effective Date: January 30, 2009

The San Francisco ISACA Chapter (SF Chapter) recognizes that privacy is important. This Privacy Policy applies to all services and websites offered by the SF Chapter (services).

If you have any questions about this Privacy Policy, please feel free to contact us at communications@sfisaca.org.

Information we collect and how we use it

The SF Chapter does not require you to register for an account or provide any personal information in order to visit the SF Chapter website. However, in order to provide our full range of services, we may collect the following types of information:

- **Information you provide** – When you sign up as an ISACA member, you have the option to specify the SF Chapter as your affiliated chapter during the registration process with ISACA International. If you specify the SF Chapter as your affiliated chapter, we receive your personal information (such as your name, email address, mailing address, your ISACA membership number, as well as your join date, membership expiration date, and certification dates). We use this information to send you helpful materials related to the SF Chapter, including quarterly newsletters, periodic surveys, and information regarding local events and educational opportunities. By designating the SF Chapter as your affiliated chapter, you agree that SF Chapter communications be sent to you as defined in this Privacy Policy.
- **Cookies** – When you visit the SF Chapter website, we may send one or more cookies – a small file containing a string of characters – to your computer that uniquely identifies your browser. We use cookies to track your session, thus improving the quality of our service.
- **Log information** – When you access SF Chapter services, our hosting provider automatically records information that your browser sends as part of their server maintenance process. The 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. The SF Chapter does not access or review your log information.
- **User communications** – When you send email or other communications to the SF Chapter, we may retain those communications in order to process your inquiries, respond to your requests and improve our services.
- **Affiliated sites** – We offer some of our services in connection with other web sites, including ISACA International and other ISACA chapters. Personal information that you provide to those sites may be sent to the SF Chapter in order to deliver the service. We process such information in accordance with this Privacy Policy. The affiliated sites may have different privacy practices and we encourage you to read them.
- **Affiliated third parties** – The SF Chapter utilizes third parties to manage additional services that benefit our members, such as event registrations and SF Chapter mailings. The third party services may request

additional information from you, such as credit card or other payment account information. The information you submit to any such third party is not shared with the SF Chapter in order to protect your privacy. In addition, some third parties allow you to opt out of communications you may receive from them. Since all third parties are governed by their own privacy practices, we encourage you to read them.

- **Links** – The SF Chapter may provide links to other websites or documents (such as white papers, press releases or presentation materials) on its website. While we employ every reasonable effort to ensure all links are accurate and benefit the SF Chapter members, we cannot be responsible for the contents of any sites linked with the SF Chapter website. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you. The inclusion of any link does not imply endorsement of the site by the SF Chapter. Since all third parties are governed by their own privacy practices, we encourage you to read them.

The SF Chapter only processes personal information for the purposes described in this Privacy Policy. In addition to the above, such purposes include:

- Auditing, research and analysis in order to maintain, protect and improve our services;
- Ensuring the technical functioning of our network and website; and
- Developing new services.

Information sharing

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

- We may provide information to our affiliates (such as ISACA International, other ISACA chapters or affiliated third parties, as described above) for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on our instructions and in compliance with this Privacy Policy and any other appropriate confidentiality and security measures.
- 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) investigate potential violations of the Privacy Policy,
 - (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 SF Chapter, its members or the public as required or permitted by law.

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 personal data. We restrict access to personal information to authorized SF Chapter leaders or 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.

Restricted Use of Data

The SF Chapter processes personal information only for the purposes for which it was collected and in accordance with this Privacy Policy. 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.

Data integrity

We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but you are responsible for updating or correcting your personal information with ISACA International whenever necessary.

Enforcement

The SF Chapter regularly reviews its compliance with this Privacy Policy. Please feel free to direct any questions or concerns regarding this Privacy Policy or the SF Chapter's treatment of personal information by contacting us at communications@sfisaca.org.

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. Each version of this Privacy Policy will be identified at the top of the page by its effective date.

If you have any additional questions or concerns about this Privacy Policy, please feel free to contact us anytime at communications@sfisaca.org.