

## Privacy Policy

The goal of this policy is to allow CIDQ to provide valuable services to its Customers without compromising the safety or privacy of any individual. Personal information will be protected by the security safeguards appropriate to the sensitivity of the information and to the extent as may be required by law. CIDQ will maintain adequate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of personal information collected and retained. Any amendments to CIDQ's privacy policy will be reviewed by legal counsel prior to implementation.

Personal Information includes any factual or subjective information, that could reasonably be used to identify a Customer as a specific individual (for example: name, address, telephone number, email address, birthdate, education, work experience, exam passing dates, order history, etc.). During the examination application and Certificate renewal, examination registration, publication ordering and other services and products offered by CIDQ, CIDQ gathers personal information regarding Certificate holders, potential Certificate holders and other individuals who are interested in CIDQ's services and products (hereinafter collectively referred to herein as "Customers").

**Use of Personal Information:** CIDQ uses the demographic and professional information collected by CIDQ for aggregate analysis, to personalize CIDQ's records for better service and to create targeted postal and email mailing lists regarding Members' and Customers' personal and professional information.

In addition to the primary purpose stated or implied at the time the information is collected, CIDQ uses postal and email addresses to confirm orders, follow up on a request, etc., as the context determines, and to send Customers information about CIDQ programs, products, or surveys, etc. With approval of the Board of Directors, CIDQ may also make its postal or email addresses available to allied not-for-profit organizations, non-Member Boards governing interior designers or to companies offering CIDQ Member and Customer benefits.

**Release of Personal Information:** CIDQ may share Personal Information about its Members and Customers (including demographics) with its Directors, Officers, Member Boards, non-Member Boards governing interior designers, allied not for profit organizations, and third-party vendors. It is CIDQ's policy to share Personal Information with third parties only with the Customer's consent ("consent" can be verbal or written) as set forth below.

- Consent may be obtained through the following:
  - CIDQ may obtain written consent to release Personal Information on the NCIDQ Examination application; or
  - CIDQ may obtain consent by sending a release form to the Customer to sign and return to CIDQ. The form will provide a choice for the Customer to consent or not to consent to CIDQ's release of Personal Information; or

- Implied consent: CIDQ can reasonably conclude that the Customer has given consent by some action. CIDQ will rely on an individual's implied consent to use and disclose Personal Information.

Exceptions: CIDQ may, without consent and without notice to a Customer, release Personal Information regarding a Customer (1) to comply with any valid legal process such as a search warrant, subpoena, statute or court order, or in other special cases, for example, suspected fraudulent or criminal activity, or an attempt to breach the security of CIDQ or its website; (2) to share Personal Information with third parties that perform administrative, legal or marketing services for CIDQ (when CIDQ enters into such a relationship, the contracts restrict the companies' use of CIDQ's Personal Information, prohibiting them from sharing or using it for any purposes other than those for which they were hired); and/or (3) if with reasonable cause, CIDQ believes that it is in the best interest of CIDQ to release Personal Information.

Withdraw of Consent: Customer may withdraw consent by providing written direction to CIDQ to withhold such Personal Information, provided there are no legal requirements to prohibit disclosure. CIDQ will provide information regarding a Customer to its Member Boards or other state or provincial organizations that have jurisdiction over interior designers without the Customer's permission.

Access to and Correction of Information: Upon written request, a Customer may review his/her personal information that CIDQ has on file at CIDQ Headquarters at a convenient date and time for both parties; provided, however, that any Personal Information collected in connection with, or in anticipation of, any claim or legal proceeding will not be made available. If the Customer notifies CIDQ in writing, and if applicable, provides supporting documentation that any Personal Information is incorrect, CIDQ will review it and if CIDQ agrees to the change, CIDQ will correct its records. If CIDQ does not agree, the Customer may submit a short statement of dispute, which CIDQ will include in any future disclosure of the disputed Personal Information.

Modifications: CIDQ reserves the right to change this Privacy Policy at any time. CIDQ will post the latest version of this Policy on its website and any changes will be duly noted on the website for thirty days from the date of any change.