USIBD Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to www.usibd.org and U.S. Institute of Building Documentation and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to U.S. Institute of Building Documentation include www.usibd.org and USIBD. The USIBD website is a News, information, membership, ecommerce site. By using the USIBD website, you consent to the data practices described in this statement.

Collection of your Personal Information
In order to better provide you with products and services offered on our Site, USIBD may collect personally identifiable information, such as your:

- First and Last Name
- Mailing Address
- E-mail Address
- Phone Number
- Employer
- Job Title

If you purchase USIBD's products and services, we collect billing and credit card information. This information is used to complete the purchase transaction.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the Site. These may include: (a) registering for an account on our Site; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services on our Site. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

Use of your Personal Information
USIBD collects and uses your personal information to operate its website(s) and deliver the services you have requested.
USIBD may also use your personally identifiable information to inform you of other products or services available from USIBD and its affiliates.

**Sharing Information with Third Parties**

USIBD does not sell, rent or lease its customer lists to third parties.

USIBD may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. USIBD may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to USIBD, and they are required to maintain the confidentiality of your information.

USIBD may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on USIBD or the site; (b) protect and defend the rights or property of USIBD; and/or (c) act under exigent circumstances to protect the personal safety of users of USIBD, or the public.

**Tracking User Behavior**

USIBD may keep track of the websites and pages our users visit within USIBD, in order to determine what USIBD services are the most popular. This data is used to deliver customized content and advertising within USIBD to customers whose behavior indicates that they are interested in a particular subject area.

**Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by USIBD. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the USIBD website.

**Links**

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

**Children Under Thirteen**
USIBD does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

E-mail Communications
From time to time, USIBD may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from USIBD or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from USIBD, you may opt out of such communications by clicking on an 'unsubscribe' link in the footer of the email.

Changes to this Statement
USIBD reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

Contact Information
USIBD welcomes your questions or comments regarding this Statement of Privacy. If you believe that USIBD has not adhered to this Statement, please contact USIBD at:

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