



Privacy Policy

1 What this Privacy Policy Covers

This privacy policy covers www.ICBCertified.org treatment of personally identifiable information collected by ICB (International Certification Board) through its website owned and operated by ICB, TABB (Testing, Adjusting and Balancing Bureau) and National Energy Management Institute Committee (NEMIC). ICB and TABB are functions of NEMIC.

This privacy policy does not apply to the practices of companies that ICB/TABB does not own or control, or of persons that ICB does not employ or manage, including any third-party content contributors bound by contract and any third-party websites to which www.ICBCertified.org links.

2 Information we collect

You can visit our website without revealing any personal information. However, ICB requires certain personal information if you wish to use the ICB Certification Services, register for the annual ICB conference, register for a seminar or class at our annual conference, or any other service we may offer on our website.

Where required, this information will include your personal contact information and/or your company contact information. ICBCertified.org will use this information to provide you with requested services, to set up your member's account, and to contact you regarding changes in our certification services that may impact your certification(s).

By accessing the services of ICBCertified.org and voluntarily providing us with the requested personal information, you consent to the collection and use of the information in accordance with this privacy policy.

We collect, store and use the following personal information as part of the ICB Certification Services:

- a) information that you provide when completing your profile on our website including your name, email address, your local union area number, your SMART membership number, your home address and primary and secondary phone numbers. We also collect your company's name, address and primary and secondary phone numbers.
- b) Information that you provide when registering for our annual ICB Conference which includes personal information in your profile.
- c) Information with regard to the Continuing Educational Units (CEUs) required to renew your certification(s).

www.ICBCertified.org automatically receives and records non-personal information on our server logs from your browser including your IP address and the page you requested. However, www.ICBCertified.org does not connect this non-personal data to any personal information collected from you.



3 How we use information we collect

We use the information we collect to fulfill the certification service(s) you requested in accordance with the ICB Certification Manual or attended our annual ICB Conference and attend any of the classes and/or seminar offered at our annual conference or comply with certain State laws.

4. Accessing and updating your personal information

Our goal is for you to understand how the information we collect is used. However, at any time you can review and control certain types of information tied to your ICB Certified account using our ICB Certified Professional Portal.

5 Information we share

ICB may disclose your personal information to third parties who work on behalf of ICB to provide services requested by you, such as attending classes or taking proctored certification exams. We will share personal information for these purposes only with third parties whose privacy policies are consistent with ours or who agree to abide by our policies with respect to personal information.

NEMIC's www.ICBCertified.org web site lists ICB-certified Technician and Supervisor information only with your consent. Disclosure of this information assists building code officials, contractors, engineers, architects, i.e., any interested third party, in confirming your certification status. We disclose the following information:

- Your full name;
- Your certification(s);
- The expiration date(s) of your certification(s).

You may withdraw that consent at any time. If you do so, the above personal information will be removed from www.ICBCertified.org. Your information will be listed for a maximum of twelve months after the expiration date of your certification allowing you sufficient time to renew it, if you desire so. If you have not renewed your certification within the twelve months period, your information will be removed from the website listing.

NEMIC's www.ICBCertified.org web site lists TABB-certified contractor information only with your consent. Disclosure of this information assists building code officials, general contractors, engineers, architects, i.e., any interested third party, in confirming your certification status. We disclose the following information:

- Company Name;
- Certification Name;
- Street Address;
- State;
- Zip Code;
- Company Telephone Number.



www.ICBCertified.org may otherwise disclose your personal information when:

- We need to respond to subpoenas, court orders or such other legal process;
- We need to protect the personal safety of the users of our websites or defend the rights or property of www.ICBCertified.org;
- We find that your actions on our websites violate the www.ICBCertified.org Terms of Service or any of our usage guidelines for specific products or services.

6 Information security

We make every effort to protect www.ICBCertified.org and our users from unauthorized access to or unauthorized alteration, disclosure or destruction of information we hold. In particular:

- We encrypt many of our services using SSL.
- We review our information collection, storage and processing practices, including physical security measures, to guard against unauthorized access to systems.
- We restrict access to personal information to selected ICB employees and contractors who need to know that information required in conjunction with our ICB Certification Services, and who are subject to strict contractual confidentiality obligations and may be disciplined or terminated if they fail to meet these obligations.

7 When this Privacy Policy applies

Our Privacy Policy applies to all of the services offered by the ICB.

Our Privacy Policy does not apply to services offered by other companies or individuals or other sites linked from our services.

8 Changes

www.ICBCertified.org may at any time, without notice to you and in its sole discretion, amend this policy from time to time. Please review this policy periodically. Your continued use of www.ICBCertified.org after any such amendments signifies your acceptance thereof.