



**THREE RIVERS
BUSINESS ALLIANCE**
Pittsburgh/Greater Allegheny's
LGBT+ Chamber of Commerce

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PRIVACY POLICY

This Privacy Policy (“Policy”) describes the information and privacy practices for the web and mobile sites (“Sites”) published by Three Rivers Business Alliance (“3RBA”). 3RBA provides you the Sites and the features thereon subject to this Policy. Please read this Policy carefully. By accessing, visiting, browsing, or otherwise using these Sites, you consent to and accept the information and privacy practices described in this Policy. This Policy applies to the online collection of information at the Sites only. Any changes in this Policy will be communicated only in this page, so please check back from time to time.

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Effective Date

This Policy was last updated on February 21, 2021.

General Statement

3RBA is a membership-based, business advocacy organization dedicated to making the Pittsburgh/Greater Allegheny Region an influential and diverse business community for lesbian, gay, bisexual, transgender, and other non-conforming persons (LGBT+) and their allies. By implementing the Sites, 3RBA seeks to give its members and allies information they need in a

timely manner. As a result, we may ask you to provide information such as your name, address, phone number, and email address to enhance our ability to communicate with you. If you choose not to give us any information, we may not be able to provide you with timely information regarding events and issues important to you.

3RBA is committed to protecting your privacy online. While using our Sites, you do not have to identify yourself or divulge personal information. If you should choose to give us your personal information, you decide the amount of information you provide.

At any given time, 3RBA may maintain several interconnected Sites. This Policy applies to all the Sites operated and maintained by the 3RBA.

Personally Identifiable Information

For the purposes of this Policy, “Personally Identifiable Information (PII)” means any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from the information, except that PII does not include business contact information such as your office address, job title, business phone number, email address, fax number or other related business contact information. Also, PII does not include anonymous demographic information which is not unique to you, such as your zip code, age, gender, preferences, interests, and favorites. Additionally, PII does not include information about your computer hardware and software that may be automatically collected by 3RBA, including your IP address, browser type, domain names, access times and referring web site addresses. Further, PII does not cover any information, recorded in any form, about more than one individual where the identity of the individuals is not known and cannot be inferred from the information.

Agreement to Collect, Use and Disclose Personally Identifiable Information

Your provision of PII to 3RBA and/or the Sites means that you agree that we may collect, use and disclose your PII in accordance with this Policy. If you do not agree with these terms, you should not provide any PII to us. Unfortunately, certain services can only be offered if you provide PII to us. Consequently, if you choose not to provide us with any required PII, we may not be able to offer you those services.

Uses of Personally Identifiable Information

3RBA provides general access to the Sites. Our web servers track general information about visitors such as their domain name and date of visit. Our web servers also collect and aggregate information regarding which pages are being accessed as well as information volunteered by visitors through online surveys or subscriptions to electronic newsletters. This information is used internally, only in aggregate form, to better serve visitors by helping us to:

- Manage the Sites;
- Diagnose any technical problems; and/or
- Improve the content of the Sites.

If you send us an electronic mail message with a question or comment that contains PII, or if you complete a form that e-mails this information to us, that information is collected and used for the purpose of responding to your specific request. The PII collected from you may include your

name, address, telephone or cell phone number or e-mail address. We may use this PII to contact you through various means, including phone calls, text and e-mail messages, and postal mail. If you tell us in writing that you do not wish to have your PII used for further contact, we will remove you from our distribution list.

3RBA is the owner of all PII or other data that you supply to us through or by using the Sites. As the owner, 3RBA will collect and use your PII to operate the Sites and deliver the services you have requested. 3RBA also uses your PII to inform you of other products or services available from 3RBA and its affiliates. 3RBA may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

3RBA keeps track of the web sites and pages our customers visit within the Sites, to determine what 3RBA services are the most popular. This data is used to deliver customized content and advertising within the Sites to customers whose behavior indicates that they are interested in a particular subject area.

To summarize, your choices regarding the use of your PII are as follows:

- You may always choose not to provide PII, even though it may be needed to take advantage of the features of the Sites. If you choose not to provide us with any required PII, you may not be able to receive such products or services or use those features of the Sites.
- You may add or update certain PII that you send to us. When you update your PII, we usually keep a copy of the prior version for our records.
- If you do not want to receive phone calls, text, or e-mail messages, and/or postal mail from us or if you have any questions about your PII, please contact us as directed under the Questions section of this Policy.

Sharing of Personally Identifiable Information

We will collect from individuals or organizations only such information as is required for the purposes of providing services or information to them. 3RBA does not sell, trade, barter, or exchange for consideration any PII it has obtained. Also, 3RBA does not use or disclose sensitive PII, such as race, religion, or political affiliations, without your explicit consent.

From time to time, 3RBA may contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your PII (e-mail, name, address, telephone number) is not transferred to the third party. In addition, 3RBA may share data with trusted partners to help us 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 PII except to provide these services to 3RBA, and they are required to maintain the confidentiality of your information.

We may redirect your message to one of our partner organizations which may be better qualified to respond to your request. If we redirect your message, we will not store or otherwise use your PII.

If you provide us with your mailing address or e-mail address to receive additional information from 3RBA, we will not share that information with any outside parties. It will be retained for the sole use of 3RBA and its partner organizations or affiliated companies.

Security of Personally Identifiable Information

3RBA uses reasonable security measures to protect the confidentiality of PII under our control and appropriately limit access to it and to otherwise protect PII from loss, misuse, alteration, or destruction. However, even with such measures, no web or mobile site is 100% secure. The measures that 3RBA uses include the following:

- The Sites uses encryption technology, such as Secure Sockets Layer (“SSL”), to protect your personal information during data transport. SSL protects information you submit via the Sites such as ordering information including your name, address, and credit card number.
- 3RBA reveals only the last four digits of your credit card number when confirming an order. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing.
- 3RBA restricts authorized access to your PII to those persons who either you have authorized to have access to such information or have a legitimate purpose to know that information to provide products or services.

Please be aware that any email or other transmission you send through the Internet cannot be completely protected against unauthorized interception. As a result, 3RBA cannot ensure or warrant the security of any PII you transmit to us by e-mail, and you do so at your own risk.

If there are any features on the Sites that require the use of a user-name and password or other access information, you are responsible for maintaining the confidentiality of your user name, password and/or other access information and for restricting access to your computer. You also agree to accept responsibility for all activities that occur under your user-name, password and/or other access information.

Cookies

During an individual’s use of the Internet, he or she will learn of the common use of “cookies.” Cookies are data files or pieces of information that a website or an e-mail message may save to your browser, which may then be stored on your computer’s hard drive to enable the website to recognize your browser. Cookies simulate a continuous connection — they let a web or mobile site “remember” information about your preferences and session and allow you to move within areas of a web or mobile site without reintroducing yourself.

Most Internet browsers are initially set to accept cookies. If you do not wish to accept cookies, you can set your browser to refuse cookies or to alert you when cookies are being sent. The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Additionally, you can disable or delete similar data used by browser add-ons, such as Flash cookies, by changing the add-on's settings or visiting the website of its manufacturer.

The Sites places cookies on your computer to collect non-personally identifiable information. Although our cookies may contain a unique user ID, they do not collect or store any PII. You may choose to set your web browser to not accept the Sites's cookies. However, without enabling your cookies, you may not be able to view fully or make donations on the Sites.

Disclosure of Personally Identifiable Information Without Consent

Unless permitted by law, no PII is collected about an individual, without first obtaining the consent of the individual to the collection, use and dissemination of that information. Consent may be written, verbal or implied as necessary to further your needs. PII will be collected, to the extent possible, directly from the individual concerned.

There are circumstances where the use and/or disclosure of PII may occur or where 3RBA is obliged to disclose information without consent of the individual or organization concerned. Such circumstances may include:

- Where required by law or by order or requirement of a court, administrative agency or any other government tribunal;
- Where 3RBA believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group;
- Where it is necessary to permit 3RBA to pursue available remedies or limit any damages that 3RBA may sustain; or
- Where the information is public.

When obliged or permitted to disclose information without consent, 3RBA will not disclose more information than is required.

Updating Personally Identifiable Information

3RBA endeavors to ensure that any PII provided and in its possession is as accurate, current, and complete as necessary for the purposes for which we use that information. You have the right to request a correction of the PII that we hold about you.

Retention and Destruction of Personally Identifiable Information

3RBA endeavors to keep Personally Identifiable Information only as long as it is required for the reasons it was collected. The length of time varies, depending on the product or service and the nature of the information. This period may extend beyond the end of a person's relationship with us, but it will be only for so long as it is necessary for us to have sufficient information to respond to any issues that may arise at a later date. When your PII is no longer required for 3RBA's purposes, we will employ procedures to destroy, delete, erase, or convert it into an anonymous form.

Personally Identifiable Information of Minors

3RBA is committed to protecting the privacy of children. Because we care about the safety and privacy of children online, we comply with the Children's Online Privacy Protection Act of 1998 (COPPA). COPPA and its accompanying FTC regulations establish United States federal law that protects the privacy of children using the Internet. We do not knowingly or intentionally

collect PII online from persons under the age of 18, and we instruct users under the age of 18 to not send us any information for collection on the Sites.

Users Located Outside Pennsylvania

The Sites is designed for users from the United States. Users from other countries are advised not to disclose PII to 3RBA unless they consent to having it used as set forth in this Policy rather than under the law of the user's home country.

When you disclose PII to 3RBA through the Sites, you are transmitting data to a server located in the United States of America, and are subject to the laws of Pennsylvania and, where applicable, the United States. By sending any PII to the Sites, you agree to be bound by not only this Policy but also the laws of Pennsylvania and, where applicable, the United States.

California Residents

If you are a California resident, you have the right to request one Notice of Information-Sharing Disclosure per year which will identify the third parties, if any, with whom 3RBA has shared your PII. You may request the Notice of Information-Sharing Disclosure only by writing to the following person via mail or e-mail:

Mail:

Three Rivers Business Alliance
c/o Secretary
1735 E. Carson Street #403
Pittsburgh, PA 15203

E-mail: info@3RBA.com

We will respond to your request for a Notice of Information-Sharing Disclosure within thirty (30) days of receipt.

Third-Party Sites

The Sites contains links to other sites operated by third parties ("Third-Party Sites"). This Privacy Policy does not apply to Third-Party Sites. 3RBA encourages you to read the privacy policies of the Third-Party Sites to learn how they collect, use, share and secure your information.

Disputes

If you choose to access, visit, browse, shop on or otherwise use the Sites, your visit and any dispute over privacy is subject to this Policy and the Sites's Terms of Use, including limitations on damages, resolution of disputes, and application of the law of the Commonwealth of Pennsylvania. If you have any concern about privacy at the Sites, please contact us with a thorough description, and we will try to resolve it.

Site Policies, Modification, and Severability

Please review our other policies, such as our Terms of Use, posted separately on the Sites. These policies also govern your visit to the Sites.

We reserve the right to make changes to the Sites, the Terms of Use, this Policy, and other site policies at any time. Each time you use the Sites, you should visit and review the then current Terms of Use, this Policy and other site policies that apply to your use of the Sites and any transactions made while on the Sites.

If there are changes or additions to this Policy, we will post those changes here or in other formats for you to review. If we change our information practices or this Policy in such a way that your PII may be used or shared in a manner not described in the Policy at the time you provided it, we will give you the opportunity to opt-out of having your information used or shared in that new manner.

If any term, clause, or provision of this Policy shall be determined by a court of competent jurisdiction to be void, invalid or unenforceable under applicable law or for any other reason, then only that term, clause, or provision as is determined to be void, invalid or unenforceable shall be stricken from this Policy or modified to make it no longer void, invalid or unenforceable. Further, such void, invalid or unenforceable term, clause or provision shall not affect the enforceability of the other terms, clauses or provisions of this Policy, and this Policy shall remain in full force and effect in all other respects.

Questions

If you have any questions concerning this Policy, please contact the following person via mail, email, or telephone:

Mail:

Three Rivers Business Alliance
c/o Secretary
1735 E. Carson Street #403
Pittsburgh, PA 15203

E-mail: info@3RBA.com

Telephone: (412) 346-4161