

Privacy Policy

Construction Owners Association of America is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the Construction Owners Association of America Web site and governs data collection and usage. By using the Construction Owners Association of America website, you consent to the data practices described in this statement.

Collection of your Personal Information

Construction Owners Association of America collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. Construction Owners Association of America also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites. Construction Owners Association of America also collects personally identifiable information regarding conference attendees.

There is also information about your computer hardware and software that is automatically collected by Construction Owners Association of America. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by Construction Owners Association of America for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Construction Owners Association of America Web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Construction Owners Association of America public message boards, this information may be collected and used by others. Note: Construction Owners Association of America does not read any of your private online communications.

Construction Owners Association of America encourages you to review the privacy statements of Web sites you choose to link to from Construction Owners Association of America so that you can understand how those Web sites collect, use and share your information. Construction Owners Association of America is not responsible for the privacy statements or other content on Web sites outside of the Construction Owners Association of America and Construction Owners Association of America family of Web sites.

BY ACCESSING OR USING CONSTRUCTION OWNERS ASSOCIATION OF AMERICA'S WEB SITE, SERVICES OR ATTENDING A CONSTRUCTION OWNERS ASSOCIATION OF AMERICA EVENT, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND CONSENT TO THIS PRIVACY POLICY AND TO THE USES AND DISCLOSURES OF COLLECTED INFORMATION ABOUT YOU THAT ARE DESCRIBED IN THIS PRIVACY POLICY

Use of your Personal Information

Construction Owners Association of America collects and uses your personal information to operate the Construction Owners Association of America Web site and deliver the services you have requested. Construction Owners Association of America also uses your personally identifiable information to inform you of other products or services available from Construction Owners Association of America and its affiliates. Construction Owners Association of America may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

Construction Owners Association of America does not sell, rent or lease its customer lists to third parties unless otherwise noted in this Privacy Policy. Construction Owners Association of America 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. In addition, Construction Owners Association of America 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 personal information except to provide these services to Construction Owners Association of America, and they are required to maintain the confidentiality of your information.

Construction Owners Association of America does release a list of conference attendees to other conference attendees and sponsors of the same Owners Leadership Conference at the chapter or national level for networking

and marketing purposes. If you do not wish your contact information to be shared, you can opt out of having your contact information shared at the time that you register for the conference.

Construction Owners Association of America does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Construction Owners Association of America keeps track of the Web sites and pages our customers visit within Construction Owners Association of America, in order to determine what Construction Owners Association of America services are the most popular. This data is used to deliver customized content and advertising within Construction Owners Association of America to customers whose behavior indicates that they are interested in a particular subject area.

Construction Owners Association of America Web sites will disclose your personal information, without notice, only 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 Construction Owners Association of America or the site; (b) protect and defend the rights or property of Construction Owners Association of America; and, (c) act under exigent circumstances to protect the personal safety of users of Construction Owners Association of America, or the public.

Use of Cookies

The Construction Owners Association of America Web site uses "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your computer or other device by which you access the Construction Owners Association of America Web site by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer or other device. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Construction Owners Association of America pages, or register with Construction Owners Association of America site or services, a cookie helps Construction Owners Association of America to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Construction Owners Association of America Web site, the information you previously provided can be retrieved, so you can easily use the Construction Owners Association of America features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Construction Owners Association of America services or Web sites you visit or cause some features of the Web sites you visit to function improperly or slower than normal.

Children's Online Privacy Information

These Web sites are not intended for use by children under the age of 13. We do not knowingly collect information from children under the age of 13 although certain third party sites that we link to may collect information. These third-party sites have their own terms of use and privacy policies and we encourage parents and legal guardians to monitor their children's Internet usage and to help enforce the Construction Owners Association of America's Privacy Policy by instructing their children to never provide any personal information on our Web sites without their permission.

In accordance with the provisions of the Children's Online Privacy Act, in the even that we do inadvertently begin collecting any personal information or data from children under the age of 13, we will notify parents first, and will seek parental or guardian consent to collect, use and/or disclose certain personal information from children under the age of 13. A parent may review and have deleted their child's personal information, and may refuse to permit further collection of use of their child's information by contacting us as noted at the end of this Privacy Policy. Parents may consent to our collection and use of their child's personal information without consenting to the disclosure of that information to others.

Security of your Personal Information

Construction Owners Association of America secures your personal information from unauthorized access, use or disclosure. Construction Owners Association of America secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Additional California Privacy Disclosures

This section of the Construction Owners Association of America's privacy policy only applies to you if you are a resident of California. As a resident of California, under California Law, you have the right to request in writing from businesses with whom they have an established business relationship: (a) a list of the categories of personally identifiable information, such as: name, email address and mailing address and the type of services provided to the customer that a business has disclosed to third parties during the immediately preceding calendar year for the third parties' direct marketing purposes and (b) the names and addresses of all such third parties. To request this information please contact the Construction Owners Association of America at coaa@coaa.org.

If you do not want your personally identifying information to be shared with any third party who may use such information for direct marketing purposes, then you may opt out by contacting the Construction Owners Association of America at coaa@coaa.org.

Additional EU Privacy Disclosures

Construction Owners Association of America generally acts as the data controller of your information submitted through the Construction Owners Association of America's website in order to provide you with certain services; however, under certain circumstances vendors may engage Construction Owners Association of America to provide them with certain information owned or controlled by the Construction Owners Association of America. The Construction Owners Association of America is not responsible for any vendor's use of information for which it is the owner or controller. To learn more about how a vendor may use such information, you should review the vendor's privacy policy.

If you are situated in the EU and have any complaints regarding our privacy practices as data controller, you have the right to make a complaint at any time to your local Supervisory Authority. We would however, appreciate the chance to review and respond to your concerns before you approach your Supervisory Authority so please contact us in the first instances at coaa@coaa.org.

Provision of personal data and failure to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with our services, education, etc.). In this case, we will not be able to provide services to you.

Legal basis for our processing of your personnel data

Below are the types of lawful basis that we will rely on to process your personal data:

- *Legitimate Interest* means the interest of our business and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting the Construction Owners Association of America at coaa@coaa.org.
- *Provide Educational Services* means enabling us to provide you with the most beneficial education services that the Construction Owners Association of America is able.

- *To Communicate with You* means that the Construction Owners Association of America may use the information collected to directly communicate with you.
- *To Provide You with Other Opportunities* means that the Construction Owners Association of America may provide your collected information to vendors which you may find useful.
- *To Create Statistical Data* means the Construction Owners Association of America may use the information collected to create additional statistical data which may or may not identify you individually to analyze the impact or usefulness of certain services available.
- *Comply with a Legal or Regulatory Obligation* means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that the Construction Owners Association of America is subject.

Change of Purpose

The Construction Owners Association of America will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to receive an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact the Construction Owners Association of America at coaa@coaa.org.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Collection of Personal Data from Third Party Sources

The Construction Owners Association of America does not collect personal data from third party sources.

Rights of EU Data Subjects

Under certain circumstances, you have rights under data protection laws in relation to your personal data, you have the right to:

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we have about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is not a good reason for us continuing to process it. You also have the right to ask us delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. It should be noted that we may not always be able to comply with your request of erasure for specific legal reasons which will be provided to you, if applicable, at the time of processing your request.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following circumstances: if you want us to establish the accuracy of the data, where our use of the data is unlawful but you do not want us to erase it, where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims, or you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information where you initially provided consent for us to use or where we used the information to perform a contract with you.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We will try to respond to all legitimate requests within one month. Occasionally, it may take us longer than one month if your request is particularly complex or if you have made a number of requests. In this case, we will notify you and keep you updated.

To exercise your rights, please contact the Construction Owners Association of America at coaa@coaa.org.

Additionally, in a situation where a vendor is the data controller and you would like the vendor to delete information which they have collected about you, the Construction Owners Association of America encourages you to contact the vendor directly. If you are unsuccessful in reaching the appropriate contract at the vendor, please do not hesitate to contact the Construction Owners Association of America at coaa@coaa.org.

Changes to this Statement

Construction Owners Association of America will occasionally update its Privacy Policy to reflect company and customer feedback, but the Construction Owners Association of America will not individually notify you of any such updates to the Privacy Policy. As such, Owners Association of America encourages you to periodically review this Privacy Policy to be informed of how Construction Owners Association of America is protecting your information.

Opting Out or Changing Personal Information

To opt out of any of the Privacy Policies listed here, contact Construction Owners Association of America using the Contact Information listed below.

Contact Information

Construction Owners Association of America welcomes your comments regarding this Statement of Privacy. If you believe that Construction Owners Association of America has not adhered to this Statement, please contact Construction Owners Association of America at coaa@coaa.org. We will use commercially reasonable efforts to promptly determine and remedy the problem.