



Privacy Policy

Last Updated: June 25, 2015

This Privacy Policy discloses the privacy practices for the American International Recruitment Council ("AIRC") website located at <https://www.airc-education.org/home> (the "Site"). In this Privacy Policy, the terms "we," "us," or "our" refer to AIRC, and the terms "you" and "your" refer to you as a visitor to the Site.

This Privacy Policy governs our collection of information from you through your use of this Site. It does not apply to any information you may provide to us, or that we may collect, offline and/or through other means (for example, information gathered via mail or telephone). By visiting and using this Site, you agree that your use of this Site, and any disputes over our online privacy practices, will be governed by this Privacy Policy,

Types of Information AIRC Collects

The types of information collected on our Site are described below. This information may be collected directly by us, or it may be collected by our third party website hosting provider, or another service provider, on our behalf. No personally identifiable information (such as your name, address, email address, or telephone number) is automatically collected via our Site; personally identifiable information about Site users is collected only when it is knowingly and voluntarily submitted by Site visitors.

Information You Voluntarily Provide

We may collect and store information, personal or otherwise, that you voluntarily supply to us while on our Site. Some examples of this type of information include information that you submit electronically when you contact us with questions or request email updates or RSS feeds, and information you post on public posting areas on our Site (such as the comment feature for news articles and updates). We may also ask for information (including a credit or debit card number) from those who pay for an AIRC membership, pay AIRC Certification fees, or conduct other transactions on our Site.

This category of information also includes information that you electronically submit when you submit an AIRC membership application, or an AIRC Certification application, via our Site. All information voluntarily supplied by you via our Site as part of the AIRC membership application process and/or the AIRC Certification process will be collected and stored by us in accordance with the terms of this Privacy Policy.

While some areas of our Site are available to the public, many of the features and services that are available on the Site are made available only to AIRC members (the "Restricted Access Areas"). If you (or your institution, agency or organization) are not an AIRC member but would like to join, you can

request membership by visiting the “Join AIRC” section of the Site and completing the membership application for the category of membership you seek. The AIRC membership form will require you to submit certain personally identifying information, such as billing information and general contact information. As part of the membership application process, you also will be asked to create a username and password for access to the Restricted Access Areas of the Site. When you log in to the Restricted Access Areas, you will have the option of providing additional information to complete your (or your institution’s, agency’s or organization’s) member profile. We may also give you the option of making your member profile visible to other registered AIRC members. The more information you provide, the more valuable your member profile will be to other members who wish to know more about you as an AIRC member.

Information That Is Automatically Collected

We also may collect and store non-personally identifiable information that is generated automatically as you navigate through our Site. For example, our Site’s servers may automatically collect limited information about your computer’s connection to the Internet, including your computer’s IP address. The IP address is a number that lets computers attached to the Internet know where to send data - such as the web pages users view. Your IP address does not tell us who you are. We use this information to deliver the Site’s content to you upon request and to measure traffic within the Site. Our Site’s servers also may log information such as the type of web browser software you use to access the Site, the operating system running on your computer, and the speed of your computer’s CPU, for purposes of measuring traffic patterns on the Site and the usage of Site services and features and optimizing the Site to accommodate our users. This information is not correlated with any personally identifying information you may provide.

We may at times also use a standard feature found in browser software called a “cookie” to enhance your experience with the Site. Cookies are small files that your web browser places on your hard drive for record-keeping purposes. By showing how and when visitors and members use the Site, cookies help us identify how many unique users visit us and track user interests, trends and patterns. They also prevent you from having to re-enter your preferences on certain areas of the site where you may have entered preference information before. For example, if you are an AIRC member, and you select the “Remember Me” option when you log in to the Member Areas, we can use cookies to recognize you so you won’t need to reenter your username and password the next time you visit the Site). Of course, you are free to set your web browser not to accept cookies; however, doing so may render your computer unable to take advantage of certain features enjoyed by other users of our Site.

How AIRC Uses Collected Information

We may use the information that we collect from you in a variety of ways, including, but not limited to, for purposes of processing your membership request or application for AIRC Certification, offering you more personalized features, providing you with communications and services you have requested, sending you RSS feeds and email notifications you have requested, notifying you of important changes or additions to our Site, our Site policies, or the features and services offered via our Site, sending you email updates, administrative notices and other communications that we believe may be of interest to you, delivering our Site content to you, measuring Site traffic and improving the Site and the services and features offered via the Site. By using our Site, you agree that we may use any information submitted by or collected from you via the Site for any of the foregoing purposes, and for any other purpose related to the Site and the AIRC membership and Certification processes.

We also may provide your information, personal or otherwise, to our third-party service providers, agents, contractors and External Reviewers for purposes related to Site administration and operation and to the processing and/or evaluation of AIRC membership and Certification applications. For example, if you submit an application for AIRC Certification, the information you submit will be shared with one of our External Reviewers who will evaluate your application and report to AIRC the results of

the evaluation. Also, if you use a credit or debit card to complete a transaction on our site, we may share your personal information and credit card number with a credit card processing and/or a fulfillment company in order to complete your transaction, or such service provider(s) may collect that information from you directly, on our behalf. Our third-party service providers, agents, contractors and External Reviewers have agreed not to share your information with others or to use it for purposes other than those for which we provide it to them.

We do not sell or rent any personal information about our members or Site visitors to telemarketers, mailing list brokers, or any other companies

Please be aware that we may occasionally release information about our Site visitors and registered members if required to so by law or if, in our business judgment, such disclosure is reasonably necessary; (a) to comply with legal process; (b) to enforce our Terms of Use; or (c) to protect the rights, property, or personal safety of our Site, us, our Site visitors and/or AIRC members.

Please also keep in mind that whenever you voluntarily make your personal information or other private information available for viewing by other Site visitors, AIRC members or third parties online – for example, by using the “Post a Comment” tool that is available in certain areas of our Site – that information can be seen, collected and used by others besides us. We cannot be responsible for any unauthorized third party use of such information.

International Use

When you use the Site or submit your information (including personal data) to us via the Site, you expressly consent to AIRC’s collection, disclosure and transfer of your information (including personal data) for the purposes identified in the section of the policy entitled “How AIRC Uses Collected Information.” If you reside outside the United States, please be aware that (i) AIRC’s databases are stored on servers and storage devices located in the United States, (ii) your information (including personal data) may be transferred to the United States for processing and storage, and (iii) the United States, and the localities within the United States where AIRC’s databases are located, may not guarantee the same level of protection for personal data as the locality or country in which you reside. By using our Site, you consent to the transfer of such information outside of your country.

Storage of Information

All information gathered on our Site is stored within a database to which only we and our service providers are provided access. However, as effective as the reasonable security measures implemented by us may be, no security system is impenetrable. We cannot guarantee the security of our servers or our database, nor can we guarantee that the information you supply will not be intercepted while being transmitted to us over the Internet.

Links to Third-Party Sites

Our Site may include links to third party websites whose privacy policies we do not control. Once you leave our Site, any information you provide at another site will be governed by the privacy policy of the operator of the site you are visiting. The privacy policies of third party websites may differ from that of our Site.

Modifying Your Member Profile and Information

If you are an AIRC member, you can make changes to your account information by logging in to the our Site with your Username and Password or “Forgot my Credentials.” When you update your account or profile information, we may keep a copy of the prior version for our records.

If at any point you decide that you would no longer like to receive information from us, please use the contact information set forth below in the “Contact Us” section of this policy to contact us to request that we remove your information from our database.

Children’s Privacy

This Site is not directed to children under the age of 13 and we do not knowingly collect personally identifiable information from children under the age of 13. If we become aware that we have inadvertently received personally identifiable information from a user under the age of 13, we will delete such information from our records. Because we do not collect any personally identifiable information from children under the age of 13, we also do not knowingly distribute any such information to third parties. We do not knowingly allow children under the age of 13 to publicly post or otherwise distribute personally identifiable contact information.

Changes to This Privacy Policy

If we need to change this Privacy Policy in the future, we will post the modified Privacy Policy on the Site and update the “Last Updated” date of the policy to reflect the date of the changes. By continuing to use the Site after we post any such changes, you accept the Privacy Policy as modified.

Contact Us

If you have any questions about this policy or our privacy practices, please click on the “Contact AIRC” link on our website and complete the online form to submit your question or inquiry.