



BCIA 2018 Privacy Policy

BCIA works to serve the field of applied psychophysiology and biofeedback and most importantly you, our clients, who visit our website, apply for certification and recertification, enroll in continuing education activities, or have expressed interest in our programs. We wish to fully respect and protect your privacy and security of your contact information.

BCIA does not rent, lease, nor sell your contact information, including your email addresses. While we do use software to send large quantity emails and surveys, those vendors are also upholding data privacy policies.

This privacy policy is incorporated into and is a part of the Terms and Conditions of Use of our Site.

Information Collection and Use

BCIA is committed to keeping your e-mail address confidential. We do not sell, rent nor lease to third parties the emails of members, Annual Meeting attendees or anyone else with whom we conduct business.

We will collect personally identifiable information that you provide to us, including, but not limited to, your name, employer's name, address(es), telephone and fax number, e-mail address, and credit card information. BCIA may use and store such information in order to notify you of official BCIA business; provide a product or service you requested; secure your certificant status; analyze, evaluate, and improve certificant and prospective certificant needs and interests; alert you BCIA news, activities, courses and programs, services and benefits; and for other legitimate and lawful business purposes. Personally identifiable information may be given to a third party in order to complete a specific business transaction on behalf of BCIA. Contact information from inquiries received by BCIA may be shared with BCIA certificants or others to provide a service, satisfy a question, or develop a prospective business relationship.

We may disclose personally identifiable information to the proper authorities if we become subject to a subpoena or court order, or if we are otherwise legally required to disclose such information. We also may use and disclose information about you to establish or exercise our legal rights, to enforce the Terms and Conditions of Use, to assert and defend against legal claims, or if we believe such disclosure is necessary to investigate, prevent, or take other action regarding actual or suspected illegal or fraudulent activities or potential threats to the physical safety or well-being of any person. If all or part of BCIA is merged or otherwise transferred to another entity, we may transfer the personally identifiable information you provided to us to such entity as part of that transaction.

Application/Registration Forms

In order to enroll or register in a program; attend BCIA webinars; or request products or services; you may be required to fill out an application or registration form and provide personally identifiable information which we will use to process your registration or order. In certain circumstances, a program accessed through the Site may be jointly sponsored or co-sponsored with other organizations and registration may or may not be handled by BCIA. In such event, this privacy policy will not apply – instead, such third-party's privacy policy will be controlling.

Please note that BCIA is not responsible for the privacy policies of these other organizations (or their use of your personally identifiable or other information) and hereby disclaims any liability or responsibility in connection therewith. In addition, your name and information may appear on registration or attendee lists distributed at BCIA events, meetings and conferences to other attendees and third parties. Please note that BCIA provides contact information on our Find A Practitioner search function at www.bcia.org.

Cookies and Log Files

Cookies are pieces of stored information used to provide smoother navigation throughout the Site, such as a saved password; to identify user trends, such as page views; and for other internal purposes, such as assessing the effectiveness of the Site. You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the Site may not function properly.

Links

There are links to other websites throughout the Site. Please note that BCIA is not responsible for the privacy policies of those other sites and hereby disclaims any liability or responsibility in connection with such linked sites.

Security

Online registration and information such as credit card numbers will be secured using a commercially accepted method of encryption. However, while we employ reasonable security measures to protect your personal information, please be aware that no method of electronic transmission is completely infallible, and we cannot guarantee its absolute safety. If you become aware of any breach of Site security, please contact us immediately.

Updating Personal Information and Participation

You may contact BCIA as set forth below to update your personally identifiable information, opt-in to, or opt-out of any service at any time. We will provide opt-in and opt-out opportunities as applicable to the service or product being offered.

Privacy Policy Updates

Should any changes be made to this privacy policy, we will post them on this page with appropriate explanation.

Acceptance of our Privacy Policy Terms

Using the BCIA website indicates your acceptance of our privacy policy. Your continued visits to the BCIA website after changes are posted to this policy will signify your acceptance of those changes.

Contact information

If you have questions, please contact us at:

Executive Director
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(720) 502-5829
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