

## **PRIVACY POLICY**

Last updated: February 6, 2023

Your privacy is important Oregon Counselors and Therapists (“Oregon C&T,” “we,” “us,” and/or “our”), and this policy represents our commitment to safeguard and protect your personal information. This policy governs use of [www.oregoncounselorsandtherapists.com](http://www.oregoncounselorsandtherapists.com) and the Oregon C&T Listserv (collectively the “Listserv”), which is provided by Tracie McDowell, LPC. This Privacy Policy governs our collection of information from you (“you,” “your” or a “user”) through your use of the Listserv. It does not apply to any information you may provide to us through other means, including via mail or telephone. Please read this Privacy Policy carefully so that you understand our online privacy practices.

BY VISITING AND USING THE SITE YOU AGREE THAT YOUR VISIT, AND ANY DISPUTE OVER OUR ONLINE PRIVACY PRACTICES, IS GOVERNED BY THIS PRIVACY POLICY.

### **Types of Data We Collect.**

**Personal Data.** While using the Listserv, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include but is not limited to: Email address; First name and last name; Licensing board; Licensing board number; Agreements to rules of use; Payment information for annual subscription via Stripe; and Usage Data.

**Usage Data.** Usage Data is collected automatically when using the Listserv. Usage Data may include information such as your Internet Protocol address (e.g., IP address), browser type, browser version, the pages of the Listserv that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When You access the Service by or through a mobile device, we may collect certain information automatically, including, but not limited to, the type of mobile device you use, your mobile device unique ID, the IP address of your mobile device, your mobile operating system, the type of mobile Internet browser you use, unique device identifiers and other diagnostic data.

We may also collect information that your browser sends whenever you visit the Listserv or when you access the Listserv by or through a mobile device.

**Tracking Technologies and Cookies.** We may use cookies, web beacons, and similar tracking technologies to track the activity on the Listserv and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze the Listserv. We may also use third-party companies to provide certain services for and on behalf of the Listserv (e.g., Gaggle, [Stripe](#), our current payment processor, or other “Service Providers”). The collection and use of information by these companies is governed by the relevant third party’s privacy policy and is not covered by this Privacy Policy. We do not have access to cookies that may be placed on your computer by third-party companies. For more information on Stripe’s privacy policy, please click [here](#).

**How We Use And Share Your Information.** We may use Personal Data for the following purposes:

- To provide and maintain our Listserv, including to monitor the usage of our Listserv.
- To manage Your Account, including to manage your registration as a user of the Listserv. The Personal Data you provide can give you access to different functionalities of the Listserv that are available to you as a registered user.
- To contact you, including by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application’s push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.
- To attend and manage your requests to us.
- For business transfers. We may use your information to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Data held by Us about our Listserv users is among the assets transferred.
- For other purposes. We may use Your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Listserv, products, services, marketing and your experience.

We may share your personal information in the following situations:

- **With Service Providers.** We may share your personal information with Service Providers to monitor and analyze the use of our Listserv, including to contact you.
- **For Business Transfers.** We may share or transfer your personal information in connection with, or during negotiations of, any merger, sale of Listserv assets, financing, or acquisition of all or a portion of our business to another company.
- **With Affiliates.** We may share your information with our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include any other subsidiaries, joint venture partners or other companies that we control or that are under common control with us.
- **With Business Partners.** We may share Your information with our business partners to offer you certain products, services or promotions.
- **By Law or to Protect Rights.** We may disclose information when we believe that disclosure is necessary to comply with the law, to enforce our intellectual property rights, or to protect the rights, property or safety of the Listserv and our employees, and if necessary to defend against third-party claims. We may also disclose information when requested to comply with a court order, investigation, or governmental request.
- **With Other Users.** When you share personal information or otherwise interact in the public areas with other users, such information may be viewed by all users and may be publicly distributed outside.
- **With Your Consent:** We may disclose your personal information for any other purpose with Your consent.
- **We Won't Sell your Information.** We will not share your personal information with any third party who is not affiliated with us except as described in this privacy policy. We don't like spam any more than you do, and we will not share your personal information to be used for the purpose of sending you unsolicited commercial offers.

**Retention of Your Personal Data.** We will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

We will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of the Listserv, or we are legally obligated to retain this data for longer time periods.

**Transfer of Your Personal Data.** Your information, including personal data, is processed at our operating offices and in any other places where the parties involved in the processing are located. It means that this information may be transferred to—and maintained on—computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

**Security of Your Personal Data.** The security of your Personal Data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, we cannot guarantee its absolute security.

**Children's Privacy.** The Listserv does not address anyone under the age of 13. We do not knowingly collect personally identifiable information from anyone under the age of 13. If you are a parent or guardian and you are aware that your child has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from anyone under the age of 13 without verification of parental consent, we take steps to remove that information from the Listserv.

**Links to Other Websites.** The Listserv may contain links to other websites that are not operated by us. If you click on a third-party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

**Changes to this Privacy Policy.** We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page. We will let You know via email and/or a prominent notice on Our Listserv, prior to the

change becoming effective and update the "Last updated" date at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

**Reviewing and Correcting Your Personal Information.** You may review and update your personal information by [*e.g., logging in to your listserv account*]. To review the information we have collected about You, please contact us by email at [owner@oregoncounselorsandtherapists.com](mailto:owner@oregoncounselorsandtherapists.com).

**Contact Us.** If you have any questions about this Privacy Policy, you can contact us by email at: [owner@oregoncounselorsandtherapists.com](mailto:owner@oregoncounselorsandtherapists.com).