



The Andover Area Chamber of Commerce values and respects the privacy of our members. It is our policy to protect the information you provide. The following paragraphs describe what information the Andover Chamber collects, why we collect it and how it is treated.

#### **What information does the Andover Chamber collect?**

When you register for an event or purchase products or reports:

- Your name
- Your e-mail address
- Your company name
- Your contact information, such as phone number, fax number and address
- Your credit card information, such as card number, type and expiration date

#### **What does the Andover Chamber do with your information?**

Internally, any financial information you provide via the event registration section of our Web site is only used for billing purposes related to the event for which you've registered. The Andover Chamber does not keep any credit card information on file manually or electronically.

The Andover Area Chamber of Commerce retains the option to sell our membership list with your contact information (e.g., name, company name, company address, phone and fax) at any time to active members who are in good standing within the organization. Members may choose to opt out of this list by contacting the Chamber at 316-733-0648. We do not disclose members' financial information or email addresses.

Each week we update our members via email newsletters. If at any time you want to opt out of receiving our email newsletter, each newsletter includes instructions for doing so.

#### **Does the Andover Chamber use cookies?**

A cookie is a tiny file of data that remains on your hard drive. The Andover Chamber does not use cookies on our Web site or in our e-mails to collect any personal information. We do, however, use cookies in our surveys in order to ensure that our sample is valid and that the same member does not submit multiple responses.

We may collect your IP address, which is a unique number assigned to your machine by your Internet Service Provider each time you connect to the Internet. We will use this information (e.g., user traffic patterns, page views on the Web site, click-through rates, search terms that users enter into our search utility) to monitor the flow of traffic and make improvements to the site's content.

#### **What about site security?**

The Andover Chamber is committed to ensuring the security of your information. The Andover Chamber's site ([www.andoverchamber.com](http://www.andoverchamber.com)) uses ChamberMaster as the certificate authority to protect against the loss, misuse and alteration of the information under our control. Our site does link to third party sites, and The Andover Chamber claims no responsibility for the privacy and data usage on any third party site.

**What about children using this site?**

While there is no content at [www.andoverchamber.com](http://www.andoverchamber.com) that is unsuitable for children, we do however process monetary transactions.

**Notification of Changes**

If we decide to change our privacy policy, we will post those changes on this page so that users are always aware of how we use your information and under what circumstances, if any, we disclose it. If at any time we decide to use personally identifiable information in a manner different from that stated in this policy, we will notify our users by e-mail or a posted change to this policy at such time. We reserve the right to amend or change this policy at any time.

**Contacting the Web Site**

If you have any questions about this privacy statement, the practices of this site or your dealings with this Web site, you can contact the Andover Chamber at [info@andoverchamber.com](mailto:info@andoverchamber.com).

**Legal Disclaimer**

This site provides information designed to help users cope with their own legal, business, financial, and other needs. This information is not the same as retaining experts in those fields for advice. Although we go to great lengths to ensure the information is accurate, we strongly recommend you consult an expert, including but not limited to a lawyer, accountant, financial services consultant, or other professional as appropriate. Nothing contained in this Web site is to be considered as the rendering of legal, financial, professional or other advice for specific cases, and users are responsible for obtaining such advice from their own legal, financial or other counsel. The information contained on this site is intended for educational, background and informational purposes only.

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