

# Terms and Conditions

## Privacy Policy

### Our Commitment to Privacy

The Business Womens Forum respects the privacy of every visitor to our website. Your privacy is a priority, and we go to great lengths to protect it. This Internet Site Privacy Policy explains our online information practices. This Policy may be changed or updated from time to time. By visiting Business Womens Forum [www.ctbwf.com](http://www.ctbwf.com), you accept the practices described in this Policy.

### Data Collection

Through our website, we offer convenient online access to our services and communicate with you about important opportunities and event details for the Business Womens Forum. We will not collect personal information from you when you visit our website unless you provide the information to us voluntarily and knowingly.

- When you register online for the Business Womens Forum event we will ask for your name and contact information. We may also collect payment information (such as standard credit card data) and date of birth.

### How We Use Cookies

We send “cookies” to your computer and use other technologies to enhance your online experience. A “cookie” can be either permanent (i.e., it remains on your computer until you delete it) or temporary (i.e., it lasts only until you close your browser). A “cookie” is a small text file that helps us recognize repeat visitors, facilitate the visitor’s ongoing access to and use of the site, and track usage behavior and compile aggregate data that can lead to website improvements.

If you do not want information collected through the use of cookies, you can deny or accept the cookie feature using a simple procedure available in most browsers. If you block cookies, however, you may lose some website functionality.

### Is My Credit Card Information Secure?

We use a variety of safeguards to protect the security of your credit card transactions. We use technologies and processes such as encryption, access controls, network firewalls, physical security and other measures. These measures make it extremely difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use encryption and other security measures.

## **Products and Services**

Products and services sold include registration for the events (amount could vary depending on promotions). You can register online, by mail, or by calling 203-757-0701.

## **Refund Policy**

Attendees for Business Womens Forum events must cancel registration 48 hours in advance in order to receive a refund. All refund requests must be made by calling 203-757-0701.

## **Is My Personal Information Secure?**

We use the same security measures and industry-standard security protocols for online scheduling of attendees' personal information as we do for credit card transactions.

## **How We Use Your Information**

If you provide the Business Womens Forum with personal information when you visit our website, we may use the information in our programs and activities. We may enter your name into one of our databases so we can contact you to provide information about our upcoming programs and events or to request your feedback.

On occasion, the Business Womens Forum may share information about you with vendors and service providers that assist us with our activities and programs. These vendors and service providers help us with functions such as fulfilling orders, managing data and processing payments. In addition, we make disclosures as required by law.

## **We Care About Doing It Right**

The Business Womens Forum is committed to accuracy and precision in processing your contact and payment information. We employ a variety of error-checking procedures, and our systems are subject to independent external and internal audits to ensure the privacy, security and accurate processing of your information.

If you need to contact us to review your information or make corrections, please call 203-757-0701.

## **Contact Us About Privacy**

To let us know your preferences about how we contact you, or to “opt-out” of receiving phone calls, e-mails or letters from the Business Womens Forum, contact us at 203-757-0701.

## **Restrictions on Use**

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Or e-mail inquiries to [info@waterburychamber.com](mailto:info@waterburychamber.com).

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