

## PRIVACY POLICY

Dallas Builders Association

Protecting your private information is our priority. This Statement of Privacy applies to the Dallas Builders Association managed websites and governs data collection and usage. By using the Dallas Builders Association websites, you consent to the data practices described in this statement.

**Collection of Your Personal Information:** To better provide you with products and services offered on our sites, the Dallas Builders Association websites may collect personally identifiable information, such as your:

- First and Last Name
- Mailing Address
- Email Address
- Phone Number
- Job Title

If you purchase Dallas Builders Association products and services, we collect billing and credit card information. This information is used to complete the purchase transaction.

Dallas Builders Association may also collect anonymous demographic information, which is not unique to you, such as your:

- Age
- Gender

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Dallas Builders Association public message boards, this information may be collected and used by others.

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the sites. These may include: (a) registering for an account on our sites; (b) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services on our sites. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

### **Use of your Personal Information**

The Dallas Builders Association collects and uses your personal information to operate its

website(s) and deliver the services you have requested. The Dallas Builders Association may also use your personally identifiable information to inform you of other products or services available from the Dallas Builders Association, its affiliates and partners.

### **Sharing Information with Third Parties**

The Dallas Builders Association does not sell, rent or lease its customer lists to third Parties. Dallas Builders Association may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Dallas Builders Association and they are required to maintain the confidentiality of your information.

Dallas Builders Association may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Dallas Builders Association or the sites; (b) protect and defend the rights or property of Dallas Builders Association and/or (c) act under exigent circumstances to protect the personal safety of users of the Dallas Builders Association or the public.

### **Automatically Collected Information**

Information about your computer hardware and software is not automatically collected by the Dallas Builders Association.

### **Use of Cookies**

The Dallas Builders Association websites may use “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Dallas Builders Association pages, or register with Dallas Builders Association site or services, a cookie helps Dallas Builders Association to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Dallas Builders Association websites, the information you previously provided can be retrieved, so you can easily use the Dallas Builders Association features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you

choose to decline cookies, you may not be able to fully experience the interactive features of the Dallas Builders Association services or websites you visit.

### **Links**

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### **Security of your Personal Information**

Dallas Builders Association secures your personal information from unauthorized access, use, or disclosure. Dallas Builders Association uses the following methods for this purpose:

- SSL Protocol

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet that are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through these sites cannot be guaranteed.

### **Children Under Thirteen**

Dallas Builders Association does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use these websites.

### **Opt-Out & Unsubscribe from Third Party Communications**

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from third-party partners directly.

### **E-mail Communications**

From time to time, Dallas Builders Association may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from Dallas Builders Association or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from Dallas Builders Association, you may opt-out of such communications by clicking on the UNSUBSCRIBE button.

### **Changes to this Statement**

Dallas Builders Association reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our sites, and/or by updating any privacy information on these pages. Your continued use of the sites and/or services available through these sites after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

### **Contact Information**

Dallas Builders Association welcomes your questions or comments regarding this Statement of Privacy. If you believe that Dallas Builders Association has not adhered to this Statement, please contact the Dallas Builders Association.

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Effective as of January 7, 2020