

## **Privacy Policy**

**9/1/2013**

The Venture Capital Office Managers Association (VCOMA) takes the privacy of its members and other visitors to [www.vcoma.com](http://www.vcoma.com) (the "website") very seriously. It is VCOMA's general policy to collect only information that our members and visitors knowingly provide. VCOMA reserves the right to change this Privacy Policy at any time. All changes will be posted on this web page.

### **Contact Information**

VCOMA may request or require contact and other personal identifying information, such as your name, address, phone number, and email address. Your contact information may be used by VCOMA to provide its services, to create a personalized experience, and to get in touch with you when necessary with respect to transactions conducted through the website, new services VCOMA may offer, important membership information, material changes in our website's policies, and other purposes.

### **Opt-Out Privacy Statement**

An important benefit of membership in VCOMA is our periodic email notices regarding special promotions and news. Because we take your privacy seriously, VCOMA has developed an online "opt-out" process for our email subscription program. The opt-out process meets the strictest anti-spam guidelines and is designed to protect your privacy by ensuring you only receive emails of interest to you. You may change your subscription selections and opt-in or out at any time through your member profile or by contacting us at [remove@vcoma.com](mailto:remove@vcoma.com).

**VCOMA never leases or sells your contact information to third parties.** Rather, marketer information regarding special promotions and news that VCOMA deems of interest to our members is distributed on behalf of third parties through VCOMA. Again, you may opt-out of receiving these email notices by following the steps above.

**Credit Card Account Information.** VCOMA does not collect or store credit card account information provided by its members and customers. All online credit card payments are processed through PayPal's secure payment website.

### **Survey Information**

The information we collect in online surveys is used for internal research purposes. In general, we do not divulge individual responses to surveys. The aggregate data from surveys may be shared with advertisers or other third parties, including our business partners, suppliers, and vendors, and we may publish survey data on our website. Member contact information will never be shared.

### **Demographic Information**

Demographic and profile data (e.g., gender and income level) may also be collected at our website. This data will not be shared with advertisers or other third parties with the possible exception of our trusted corporate partners, although this is not currently common practice. We may also maintain a database of transactions on the website, and we may use this information in aggregate form to track the success of our website. Member contact information will never be shared.

### **Internet Protocol Address**

We collect an IP address from all users of our website. We use your IP address to help diagnose problems with our server, and to administer our website. We do not share your IP address with other third parties, except to a court or governmental agency if required by law. In addition, we do not rent, license, or sell IP addresses to any third party.

### **Use of Cookies**

Our website may use cookies to enhance your experience while using our website. Cookies are pieces of information that some websites transfer to the computer that is browsing that website and are used for record-keeping purposes at many websites. Use of cookies makes web-surfing easier by performing certain functions such as saving your passwords, your personal preferences regarding your use of the particular website and to make sure you don't see the same ad repeatedly. Many consider the use of cookies to be an industry standard.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our website will not function properly when you view them.

### **Links to Other Websites**

VCOMA's website contains links to other web sites for the convenience of our members. VCOMA has no control over and is not responsible for the privacy policies or content of such sites. VCOMA does not guarantee that the information linked to through VCOMA's website will be correct, accurate, timely, or otherwise reliable and VCOMA is not responsible for and assumes no liability for any third-party content. VCOMA disclaims all responsibility for any loss, injury, claim, liability, or damage of any kind resulting from, arising out of or any way related to any third-party websites or content therein directly or indirectly accessed through links in VCOMA's website, including but not limited to any errors in or omissions there from.

### **Customization**

Some areas of VCOMA's website can be customized according to user preferences. We use individual preferences to deliver custom content online and analyze aggregate preferences in order to improve site quality.

### **Online purchases**

If a user places an online order, their personal information will be used to fulfill the order, and may be shared with third parties involved in fulfilling your order (for example, a publisher).

### **Event registration**

If a user registers for an event online, their personal information will be used to fulfill that request, and may be shared with third parties and drawing partners involved with the event.

### **Security**

This website has industry standard security measures in place to protect against the loss, misuse and alteration of the information under VCOMA's control. All member and other user information in the public domain will be protected by an industry standard encryption scheme. All information, once received, is stored behind our firewall. However, although VCOMA has endeavored to create a secure and reliable website, the confidentiality of any communication or material transmitted via the Internet cannot be guaranteed.

### **Updating Information**

At any time, members may update their personal information **online** by logging into their account management profile.

### **Other Questions**

If any user suspects VCOMA has handled personal information in a manner that does not comply with this Privacy Policy, or if you have questions about this Privacy Policy, please contact us at **questions@vcoma.com**.