

# ICF Long Island - Privacy Policy

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## Overview

ICF Long Island, Inc. (ICF Long Island) is a Charter Chapter of the International Coaching Federation (ICF) and exists to support coaches and the Long Island professional community. We are committed to doing so with integrity and in accordance with the Core Values and the Code of Ethics of ICF. We know your privacy and data security are important to you and because we take that seriously we are committed to keeping your information private. Also use of our site is an implicit agreement to this policy. All members and subscribers must acknowledge that they have read and accept this policy. We hope that our serious and transparent approach to your privacy engenders trust.

## Collection, Use and Disclosure of Personal Information

We may store information about you when you visit the ICF-Long Island website (the site, our site) for use in analyzing activity on our site to improve our service. This data is only stored in aggregate form and is not attributable to individuals.

Our website does store detailed personal information that you provide and that you permit to be displayed. We store this data to provide a better experience to you and to provide you the opportunity to be included in our Member Directory and/or Find-a-Coach facility. You decide which elements of your profile are viewable by others. Additionally we may store information that you provide when you register and attend our events. This allows us to keep you informed of programs and events that might be of interest to you.

We provide a personal profile for our members and users so we can serve them well. Name and emails are stored and used to communicate with our subscribers and members. Explicit permission from each individual or their proxy is required for us to email them. (see below: Sharing Information About Others)

We may use any info you choose to provide for marketing research and to decide how and when best to communicate with you.

## Accuracy

While we strive to provide a useful site with accurate information, we know that mistakes may occur. While we make every effort to ensure accuracy, ICF Long Island cannot promise that the site will be 100% accurate or available 100% of the time. ICF Long Island does not verify the accuracy of the information provided by our members (including credentials, certifications and coaching qualifications) and we do not guarantee that this information is accurate. If you provide your information to ICF Long Island you affirm that it is correct. And if you use the information on our site you have sole responsibility for ensuring the information is accurate through due diligence.

## Images

ICF Long Island hosts events in person and online and we frequently capture images of speakers and attendees of our events. We use these to show our events on our website and newsletters or to advertise upcoming events and programs. Attendance at our events is an implicit agreement that we may use photos in which you appear unless you explicitly notify us to the contrary. If you do not wish to be included in these images please notify us at email to [ChapterAdmin@icf-li.org](mailto:ChapterAdmin@icf-li.org).

## Sharing Information About Others

There may be occasions when someone shares information about a third party. For example registering guests for an event. By sharing a third party's information on or through our site you are affirming that you have their permission to do so and that if this includes their email, that they have agreed to receive notices and announcements from us. We will store that information to track attendance, and if an email address is provided we will use that to notify the person of future events that might be of interest. You can opt-out of future emails at anytime.

## Option to Unsubscribe or Opt Out

Every logged in user (members and subscribers) of our website must explicitly opt-in to receive our emails. In addition, during the subscription and application processes users must affirm that they have read and confirm adherence to this policy.

Every email that we send to our constituents identifies the email as from ICF Long Island and includes a link to unsubscribe from receiving further emails from us either by topic or entirely. Any user of our website may, at any time, hide or reveal all or some of their information in our Member Directories and Find-a-Coach facility.

Some parts of our website may make use of "cookie" technology to measure site activity and to customize information to your personal tastes. A cookie is an element of data that a website can send to your browser, which may then store the cookie on your hard drive. So, when you come back to visit us again, we can tailor information to suit your individual preferences. The goal is to provide a more efficient and meaningful experience to you while you are on our site.

## Minors and Children

Some coaches do work with individuals under the age of 18. Anyone seeking coaching for minors has at the responsibility to carefully and thoroughly research your prospective coaches. Coaches who offer services to minors must communicate very clearly to ensure you are understood.

## Appropriate Content

In using our site you affirm that you will provide only content that is appropriate, relevant, and truthful. ICF Long Island reserves the right to remove, at our sole discretion, any content that we deem offensive, outside the scope of our chapter and purpose, or inappropriate in anyway.

## Modifications

We may update and modify this policy as needed. If the policy changes we will post the updated policy on our website.

In using our site you agree to abide by these policies and to hold ICF Long Island blameless and harmless from any and all claims, which may arise as a result of you using the information provided here.