

CAAA PRIVACY POLICY

This Privacy Policy discloses the privacy practices for the California Applicants' Attorneys Association (CAAA) website and various related services (together referred to as the "site"). The California Applicants' Attorneys Association, the provider of the site (referred to as "us" or "we"), is committed to protecting your privacy online. Please read the information below to learn the following regarding your use of this site.

By accessing and using this website You acknowledge that this Privacy Policy is part of our website Terms and Conditions of Use, and by accessing or using our site, you agree to be bound by all of its terms and conditions. If you do not agree to these terms, please do not access or use this website.

We reserve the right to modify this Privacy Policy at any time. Changes are effective when posted to the site. As such, it is Your responsibility to check this site periodically for changes to this and other policies. Your continued use of the site after such modifications will constitute your: (a) acknowledgment of the modified Policy; and (b) agreement to abide and be bound by the modified Policy.

1. What information do we collect from you?

In order to better provide you with our numerous services, we collect two types of information about our users: Personally Identifiable Information and Non-Personally Identifiable Information. Our primary goal in collecting information from you is to provide you with a smooth, efficient, and customized experience while using our site.

Personally Identifiable Information: This refers to information that lets us know the specifics of who you are. When you engage in certain activities on this site, such as registering for a membership, submitting data, posting content in discussion forums or other public areas, filling out a survey, or sending us feedback, we may ask you to provide certain information about yourself by filling out and submitting an online form. It is completely optional for you to engage in these activities. If you elect to engage in these activities, however, we may ask that you provide us personal information, such as your first and last name, mailing address (including zip code), e-mail address, employer, job title and department, telephone and facsimile numbers, and other personal identifying information. Depending upon the activity, some of the information we ask you to provide is identified as mandatory and some as voluntary. If you do not provide the mandatory data with respect to a particular activity, you will not be able to engage in that activity.

Non-Personally Identifiable Information: This refers to information that does not by itself identify a specific individual. We gather certain information about you based upon where you visit on our site in several ways. This information is compiled and analyzed on both a personal and an aggregated basis. This information may include the website's Uniform Resource Locator ("URL") that you just came from, which URL you go to next, what browser you are using, and your Internet Protocol ("IP") address. An URL is the global address of documents and other resources on the World Wide Web. An IP address is an identifier for a computer or device on a Transmission Control Protocol/Internet Protocol ("TCP/IP") network, such as the World Wide Web. Networks like the Web use the TCP/IP protocol to route information based on the IP address of the destination. In other words, an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web, allowing Web servers to locate and identify your computer. Computers require IP addresses in order for users to communicate on the Internet.

2. Where do we collect information from you and how do we use it?

We do not collect any Personally Identifiable Information about you unless you voluntarily provide it to us. You provide certain Personally Identifiable Information to us when you (a) register for our services and register your e-mail address with us; (b) send e-mail messages, submit forms or transmit other information by telephone or letter or (c) enter sweepstakes or contests sponsored by us or one of our partners.

We may also collect information from you at other points on our site that state that such information is being collected.

In addition, we may also collect certain Non-Personally Identifiable Information. This information is ultimately stored in the form of store categories, and, in some cases, specific URLs. We use your IP address to diagnose problems with our servers, software, to administer our site and to gather demographic information.

We will primarily use your Personally Identifiable Information to provide our services to you, as required by our agreements with you. We will also use Personally Identifiable Information to enhance the operation of our site, statistically analyze site use, and customize and improve our site's content, layout, and services. We may use Personally Identifiable Information to deliver information to you and to contact you regarding administrative notices. We may also use Personally Identifiable Information to resolve disputes, troubleshoot problems and enforce our agreements with you, including our Site Terms of Use and this Private Policy.

3. With whom do we share your information?

We do not sell, trade, or rent your Personally Identifiable Information to others. We do provide some of our services through contractual arrangements with affiliates, service providers, partners, and other third parties. We and our service partners use your Personally Identifiable Information to operate our sites and to deliver their services. We encourage our service partners to adopt and post privacy policies.

CAAA may share aggregated demographic information with our partners and sponsors. This information is not linked to any personal information that can identify any individual CAAA member. CAAA may partner with other businesses to provide specific member service. When members sign up for CAAA services provided by other business partners through the CAAA site, CAAA may share personally identifiable information that is necessary for the third party to provide such services. These business parties are required to use personally identifiable information exclusively for the purpose of providing their services.

We may use your Personally Identifiable Information in a variety of ways including (but not limited to):

- Provide service communications such as bill reminders, order confirmations, program registrations, and customer service messages
- Answer your emails or online requests
- Deliver and process surveys
- Personalize and improve the usability of the Sites
- Fulfill and/or deliver CAAA products and services
- Publish membership directories and registration lists as described below
- Sharing with certain other companies to offer you products and services that may be of interest to you as described below
- Sharing with third parties as required by law or to protect the CAAA as described below

Publication of Your Personally Identifiable Information for Membership Directories and Registration Lists. As a professional organization, the Personally Identifiable Information you provide may be published on the Sites and in print or digital form in a variety of ways to allow other lawyers and the public to find you, including, but not limited to, directories, membership lists, and other types of registration lists for CAAA programs and events (“Directory Lists”). Directory Lists will not include sensitive information, such as credit card or bank information, or social security numbers. Users may request their information be suppressed from Directory Lists (see **How can you update or correct your Personally Identifiable Information?**)

Sharing your Personally Identifiable Information to Fulfill Service

Requests. When fulfilling service requests initiated by you, we may share your Personally Identifiable Information with certain third parties to fulfill the requests.

Sharing your Personally Identifiable Information With Certain Other

Companies. The CAAA may share Personally Identifiable Information, other than email address and financial account information, with certain other companies in order to provide them an opportunity to offer products or services that may be of interest to you. The CAAA also occasionally hires other companies to provide limited services on our behalf including, but not limited to, packaging, mailing and delivering promotional offers, *sweepstakes or contests*, answering customer questions about products or services, consulting services, data modeling, printing, sending postal mail and processing event registration.

Sharing Your Personally Identifiable Information When Legally Necessary or to Protect the CAAA's interests.

The CAAA may disclose your Personally Identifiable Information if required to do so by law or in the good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on the CAAA; (b) protect and defend the rights or property of CAAA; or (c) protect the personal safety of CAAA personnel or members of the public in appropriate circumstances.

4. How can you update or correct your Personally Identifiable Information?

We believe you should have the ability to access and edit the Personally Identifiable Information that you have provided to us. You may change any of your Personally Identifiable Information in your account online at any time by linking to your account in accordance with instructions posted elsewhere on this site. You may also access and correct your personal information and privacy preferences by writing us at:

California Applicants' Attorneys Association

1303 "J" Street, Suite 420
Sacramento, CA 95814
(916) 444-0661 – Fax
caaa@caaa.org - Email

Please include your name, address, and/or e-mail address when you contact us. We encourage you to promptly update your Personally Identifiable Information if it changes. You may ask to have the information on your account deleted or removed; however, because we keep track of past transactions, you cannot delete information associated with past transactions on this site. In addition, it may be impossible to completely delete your information without some residual information because of

backups.

5. What are your choices regarding collection, use, and distribution of your information?

We may, from time to time, send you an e-mail regarding our services. CAAA does not sell, rent or lease its customer email lists to third parties. CAAA may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your personal email information is not transferred to the third party. Only the California Applicants' Attorneys Association will send you these direct mailings and only if you indicated that you do not object to these mailings. If you do not want to receive such mailings, you can easily edit your account information to no longer receive such mailings.

You also have choices with respect to cookies, as described below. By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set, or to reject all cookies. If you choose to reject all cookies some parts of our site may not work properly in your case.

6. What security precautions are in place to protect against the loss, misuse, or alteration of your information?

CAAA may access and/or disclose your personal information 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 CAAA or the site; (b) protect and defend the rights or property of CAAA; or (c) act under exigent circumstances to protect the personal safety of users of CAAA services or members of the public.

CAAA is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. For example, we store the personal information you provide on computer systems with limited access, which are located in controlled facilities. When we transmit highly confidential information (such as a credit card number) over the Internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol. We reveal only the last four digits of your credit card numbers and the expiration date when confirming an order. Of course, we transmit the entire credit card number to the appropriate credit card company during order processing.

Personal information that you provide that is not Personally Identifiable Information also resides on a secure server and is only accessible via password. Since this information

is not accessible from outside the California Applicants' Attorneys Association you will not be asked to select a password in order to view or modify such 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 Personally Identifiable Information, you acknowledge that: (a) there are security and privacy limitations of the Internet which are beyond our control; (b) the security, integrity and privacy of any and all information and data exchanged between you and us through this site cannot be guaranteed; and (c) any such information and data may be viewed or tampered with in transit by a third party.

7. Cookies

When you use our site we will store cookies on your computer in order to facilitate and customize your use of our site. A cookie is a small data text file, which a website stores on your computer's hard drive (if your Web browser permits) that can later be retrieved to identify you to us. The cookies make your use of the site easier, make the site run more smoothly and help us to maintain a secure site. You are always free to decline our cookies if your browser permits, but some parts of our site may not work properly in that case.

8. What should you know about privacy policies and data collection at any third party sites accessible from our site?

CAAA and TrialSmith require cookies for member tracking and security purposes. Some of CAAA's business partners may also use cookies on the CAAA site (for example, vendors or sponsors). However, CAAA has no access to or control over cookies used by business partners, vendors and sponsors, and the member may choose to block cookies from those business partners.

9. What else should you know about your privacy online?

You must be at least 18 years old to have our permission to use this site. Our policy is that we do not knowingly collect, use or disclose Personally Identifiable Information about visitors that are under 18 years of age.

You should also be aware that when Personally Identifiable Information is voluntarily disclosed (i.e. your name, e-mail address, etc.) in the discussion forums or other public areas on this site, that information, along with any information disclosed in your communication, can be collected and used by third parties and may result in unsolicited messages from third parties. Such activities are beyond our control and this Policy does not apply to such information. Any submissions to chat rooms or other public areas on this site are accepted with the understanding that they are accessible to all third parties. If you do not want your comments to be viewed by third parties, you are advised not to

make any submissions. Ultimately, you are solely responsible for maintaining the secrecy of your password and/or account information. Please be careful and responsible whenever you are online.

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

California Applicants' Attorneys Association

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Sacramento, CA 95814

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