

## **OCTEO Website Privacy Policy**

This privacy policy discloses the privacy practices for the Ohio Confederation of Teacher Education Organizations (OCTEO) website [www.OhioTeacherEd.org](http://www.OhioTeacherEd.org). This privacy policy applies solely to information collected by this web site.

What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.

What choices are available to you regarding the use of your data.

The security procedures in place to protect the misuse of your information.

How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to register you for our Conference.

Unless you ask us not to, we may contact you via email in the future to tell you about future OCTEO events, services, or changes to this privacy policy.

### **Your Access and Control of Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.

- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

## **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 614.395.3341 or via email.

*Updated 8/30/2016*

## **OCTEO Conference Refund Policy**

Registrants for the OCTEO Conferences are welcome to a full refund of their registration fee if requested before the Wednesday before our Spring and Fall Conferences. Refund requests must be received in writing via email or US mail and must be received before 5:00pm the Wednesday 7 days prior to the opening of each Conference. No administrative fee will be

charged or withheld from your refund. Send refund requests to [info@OhioTeacherEd.org](mailto:info@OhioTeacherEd.org) or call 614.395.3341

Sponsors of the OCTEO Conference are not entitled to a refund after committing to the conference and making full payment for their sponsorship and exhibiting space. All Sponsorships are first come first served and the sponsorship fees are used to support the conference, speakers, and events surrounding our Spring and Fall events.

Any questions concerning these refund policies should be directed to the OCTEO Conference Coordinator at [info@OhioTeacherEd.org](mailto:info@OhioTeacherEd.org)

*Updated 8/30/2016*