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## Privacy Policy

Created January 1, 2013

Revised November 2, 2018

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### Introduction

BGC is committed to protecting the privacy of individuals who interact with BGC. We are also committed to protecting the confidentiality of our certification processes when there is proprietary knowledge.

### Individuals

BGC collects the minimum amount of information that is commensurate with providing individuals with a satisfactory service for application, examination and certification. By using our site and forms for any of our services or products, you agree that BGC has the right to collect and store some of your personal data and that BGC may occasionally inform you on developments at BGC. BGC agrees to the use of individual data consistent with this policy and as also limited by applicable data/information regulations.

In accordance with this policy, BGC publishes the names of individuals who are:

- Newly certified
- Recertified on an ongoing basis (accessible via Public Roster)
- No longer certified, e.g. de-certifications, Voluntary Surrenders
- Sanctioned for ethics violations that meet BGC public disclosure criteria

The following information associated with an individual is not released outside of BGC without written authorization from the individual:

- Personal Information, e.g. phone numbers, email addresses.
- Application Information and status
- Examination Reports, Scores and Failures
- Certification Maintenance Records and Appeal Documentation
- Ethics Case Records
- Financial Information, e.g. credit card numbers. Data in relation to credit card payments is processed by Authorize.net, a secure website linked to ours and they have their own privacy policy.

All reasonable precautions are taken to prevent unauthorized access to individual information. BGC does not disclose personal information obtained about you from this website or our forms to third parties except when authorized by the individual in writing or if we need to do so in order to complete the transaction – e.g. arranging for an individual to sit for the Examination.

From time to time or upon request, BGC publishes and/or provides general statistical information (e.g. number of people who sat for the Exam, total number of Applicants) but nothing will be published that can be used to identify individuals.

Your Internet browser has the capability to use "cookies", small bits of information which allows the BGC/ABIH website to recognize your account. BGC does not collect or use cookie information except to the extent that is necessary to ensure a satisfactory internet interface. You have the ability to prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired.

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Notwithstanding the above, BGC may be required to disclose certain individual information as required by law or to comply with legal process including but not limited to court order, subpoena or other legal process, or requests or demands from other governmental authorities. In addition, BGC reserves its rights to disclose individual information necessary to protect its rights and property.

### **BGC Staff, Directors, Contractors and Volunteers**

People who have access to BGC databases and/or paper files containing individual information are required to sign a "Statement of Confidentiality". This includes but is not limited to:

- Directors
- Staff
- Volunteers
- Contractors – either as individuals or through the vendor contract

Individuals who have access to exam related materials (e.g. Item Writers, Examination Reviewers) are required to sign a "Security Agreement".

Both forms are located in BGC/ABIH Documents Library ([www.abih.org](http://www.abih.org)).

### **Effective Date**

This policy is effective January 1, 2013. This policy may be amended in the sole discretion of BGC. Any changes to our Privacy Policy will be placed here and will supersede this version of our Policy.

If you have any questions about our Privacy Policy, or if you want to know what information we have collected about you, please email us at [info@ehschredentiaing.org](mailto:info@ehschredentiaing.org).