

Appendix II

Privacy Policy

Thank you for visiting the OpenCommons Website. Privacy is an important issue for our members and OpenCommons is committed to protecting the privacy of your information and to be sure to explain how we handle your information. This Privacy Policy and Statement describes OpenCommons's information handling practices and procedures. This Privacy Policy and Statement only applies to information collected through www.opencommons.org (the "Site").

Site Procedures and Information

Members to the Site may create an online profile, which contains information such as name, personal contact information, company name, company contact information, special interests in OpenCommons meetings and publications. Members are able to create a profile and manage this information through the Site. The information stored in the online profile allows visitors to purchase publications and register for conferences and meetings. OpenCommons may collect credit card information from Members who purchase publications, register for meetings, or reserve hotel rooms through the Site.

We also collect other types of information that does not allow OpenCommons to identify your name, e-mail address, or other personal characteristics. This "non-personal information" includes the number assigned to your computer whenever you access the Internet ("IP address"), and the type of browser you use. None of this non-personal information allows us to identify or contact you. OpenCommons uses this information to assist us in evaluating how the Site is being utilized by members and visitors.

OpenCommons may also assign a "cookie" to your computer in some situations. Like an IP address, a "cookie" is a kind of online identification tag that allows us to recognize your computer each time you visit the Site. Unless you have already provided us with personal information on Site, cookies do not allow us to identify you by name, e-mail address, or other personal characteristics. OpenCommons uses cookies primarily to identify return visitors and make your Site experience more efficient and convenient. Such information may include, but is not limited to, the links visitors used to arrive at the Site, the domain and host from which visitors access the Internet, the type of web browser that visitors uses, the type of

operating system in use, IP address, and the number and frequency of visitors who visit various pages of the Site.

OpenCommons utilizes or may in the future utilize vendors for various purposes, such as with advertisers and delivery of information on the Site. OpenCommons also uses a vendor to collect aggregate information about Site usage—such as the most visited pages and features. This vendor also uses cookies and transparent image tags to collect this information. Like cookies, image tags do not allow us, or the vendor, to identify you by name or other personal characteristics. These vendors do not collect any personal information from members on the Site, and they do not share the non-personal information collected on Site with anyone else for any other purpose.

If you choose not to accept cookies, however, you may not be able to use certain tools or features of Site. You will still be able to visit the Site pages on an anonymous basis.

What Information OpenCommons Collects

OpenCommons may use non-personally identifiable information collected from members to the Site for internal purposes such as to conduct reviews of the Site, guide decisions about the development of the Site, provide an enhanced online experience for members, or identify, on an aggregate basis, general trends that may assist OpenCommons in providing services and offerings to members.

Personally identifiable information collected from members may be used to answer members' questions, provide services, newsletters, and other information that they request or register for through the Site, or for internal business purposes. OpenCommons may use member information for marketing purposes, such as to inform members of meetings, newsletters and other offerings provided by OpenCommons that may be of interest. OpenCommons may share member information with OpenCommons's agents so that these agents can contact members who have provided contact information on OpenCommons's behalf. OpenCommons takes very seriously its responsibility to keep your personal information confidential and private. OpenCommons does not sell, rent, or trade personally identifiable information with third parties for their promotional purposes.

OpenCommons reserves the right to disclose personally identifiable information of members to the Site if required by law or if OpenCommons reasonably

believes that disclosure is necessary to protect OpenCommons's rights and/or to comply with a judicial proceeding, court order, or legal process.

OpenCommons may also disclose personal information when required to do so by law or when such action is necessary or appropriate to comply with legal process served on it, judicial proceeding or court order, to protect and defend the rights or property of OpenCommons, or to protect the personal safety of users of the Site. We reserve the right to contact the appropriate authorities at our discretion when registrants' or members' activities appear to be illegal or inconsistent with our policies.

Members of the site who create an online profile can control whether, and how, they receive information from OpenCommons. OpenCommons may send members email communications, such as meeting announcements, call for papers, and notices to committee members, or newsletters. Members may be automatically subscribed for select newsletters by becoming a member of the committee for which the newsletter applies. Members can manage their receipt of email communications and newsletters through an "unsubscribe" link at the bottom of each email communication and newsletters. Additionally, members can manage their receipt of email communications and newsletters by going to their profiles and selecting Notifications, or by contacting OpenCommons at info@opencommons.org.

User Features and Online Community

As a member of the Site it is important to understand that the information you submit in personal profiles, message boards, journals, chat rooms, and user groups is publicly displayed and may be read, collected or used by third parties. Your messages will be viewed by individuals and organizations not related to OpenCommons, and may be used by these third parties to send you unsolicited messages. As a result, you should be very careful about the information that you publish online. Because these unrelated parties will also see your "User Name" on any postings that you make in online discussions, you may want to consider whether to use your full name. You have several options – you can use your first name only, last name only, or other variations if you like as long as you are identifiable to the community. Read the Terms of Service to learn more about using the OpenCommons User Features. OpenCommons is not responsible for the personally identifiable information a registrant or member chooses to submit in such a forum.

Security

OpenCommons uses security measures to protect members' personally identifiable information. Although OpenCommons strives to provide a high standard of security and privacy, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. OpenCommons cannot guarantee or warrant the security of any information transmitted by members over the Internet.

OpenCommons reserves the right to amend, modify or change this Privacy Policy and Statement. OpenCommons will provide notification of the amendment, modification or change, through the Site, at least thirty (30) days prior to the change taking effect.

Third-Party Sites

The Site includes links to other Web sites. Sites operated by third parties may also collect personal information, and may have their own privacy policies that differ from, and are not covered by this privacy policy. It is important that you review any privacy policies on these sites carefully before you use any services or programs offered.

When you click to unaffiliated third-party sites, OpenCommons is not responsible for, and has no control over, the information collection or privacy practices of that site. It is important that you review and understand the privacy policies posted on any linked sites you visit before volunteering any of your personal information. These sites may also collect cookies, or allow third-party advertisers on their sites to collect cookies. You can often find information regarding a site and its privacy policy on the site's home page. If you cannot find or do not like a site's privacy policy, you may prefer not to do business with, or offer information to that site.

Contact OpenCommons

Questions regarding this Privacy Policy and Statement or the information practices of the Site should be directed to OpenCommons by email at info@opencommons.org. We will do our best to investigate any complaint you may have and respond promptly to your concerns.