I. Introduction

This Privacy Policy explains how the Institute for Sustainable Infrastructure (ISI) collects Personal and Non-Personal Data on www.sustainableinfrastructure.org and any other digital services operated or used by the ISI from time to time, as well as by phone or by paper.

II. Changes to the Privacy Policy

As ISI, its membership, products and services change from time to time, this Privacy Policy is expected to change as well. We reserve the right to amend the Privacy Policy at any time and for any reason. The date of the last revision to the Privacy Policy will be indicated by the "Effective Date" at the end of this policy.

III. Types of Data We Collect

Personal Data

We collect information (whether online, by phone, or by paper) that enables ISI to identify or contact you ("Personal Data") to carry out its business purposes. ISI collects this information for a variety of business reasons, including but not limited to, applying for membership; registering for an ISI training program, event, or activity; retaining ISI to verify projects; or otherwise interacting with ISI.

The types of Personal Data we collect include, but are not limited to:
- General data (e.g., names, dates of birth, home and business addresses, email addresses, Internet protocol addresses and mobile/landline business/personal telephone numbers that are provided by our members/customers)
- Information provided on applications for employment at ISI
- Professional data (post-nominals and other distinctions)
- Government-issued identification
- Other identification information (e.g., photographs)

Non-Personal Data

We collect information (whether online, by phone, or by paper) that does not directly identify you as you interact with our online website (“Non-Personal Data”). The types of Non-Personal Data we collect includes, but is not limited to:
• Site usage (e.g., browsing history, search terms, number of clicks, referring/exit pages, date/time stamp, time on Site)
• Computer type, operating system and platform type
• Internet service provider
• Your industry and business (e.g., company size and location, job functions and seniority levels)

IV. How We Use Your Data

In addition to the uses described above, we use your Personal Data, sometimes combined with Non-Personal Data, in a variety of ways including, but not limited to the uses described below:

Personal Data

• Identify you when you visit our website
• Provide service communications such as invoices and reminders, order confirmations, program registrations (e.g., membership, verification, and training) and customer service messages
• Provide updates on information and services you request or that we think you may be interested in
• Respond to your emails or online requests for products, services, or information
• Deliver and process newsletters and surveys
• Personalize and improve the usability of the website
• Tailor content, advertising and marketing to you
• Publish membership directories, membership lists and registration lists on the website and in print and digital media to allow lawyers and the public to find you; such directories and lists will not include credit card information or personal identification numbers such as social security numbers

Non-Personal Data

We use Non-Personal Data to improve the usability of our website and for other business reasons.

We restrict access to Personal Data to certain companies who need the data to operate, develop, or improve our services.

Please note that, when you select an advertising link or other link that takes you to a website not operated by ISI, you may be subject to the privacy policies of these third-party website and ISI bares no responsibility for that action.
V. How We Share Your Data

We share your Personal Data, sometimes combined with Non-Personal Data, in a variety of ways including, but not limited to the uses listed below:

- Share data with third parties to fulfill service requests and to perform business functions (e.g., ISI contracts with third parties to provide services on our behalf such as data hosting services; packaging, mailing and delivering services; customer support and consulting services; and event registration services)
- Share data with third parties as required by law or to protect ISI in the good-faith belief that such action is necessary to:
  (a) conform to legal requirements or comply with legal process served on ISI;
  (b) protect and defend ISI's rights or property; or
  (c) protect the personal safety of ISI personnel or members of the public in appropriate circumstances.
- Share data with third parties if ISI and/or its assets (or a portion of its assets) are sold, assigned, transferred, or merged, or if the ISI undergoes some other change including a change to its corporate form as part of a bankruptcy proceeding or otherwise; information may be transferred as part of that transaction or change
- Share Non-Personal data with third parties under other unanticipated situations, but only with your consent

VI. How You Can Manage the Processing of Your Data

You can manage your profile and email preferences, including “opting out” of email by contacting us using the information in the “Contact Information” section below. If you prefer to receive hard copy mailings only from ISI, you can contact us and request to have your name and address removed from the list we provide to third parties.

Our processing of your data is based upon your consent, contract performance (e.g., your membership sign-up/renewal), legitimate business interest (purchasing training services or Envision verification), or compliance with law. You have the right to object to our processing of your data or to restrict our processing of your data. In addition, if you have consented to the processing of your Personal Data, you have the right to withdraw your consent at any time.

VII. California Privacy Rights

In addition to the rights as explained in this Privacy Policy, under California's "Shine the Light" law, California residents who provide personal information (as defined in the statute) to obtain products or services for personal, family, or household use are entitled to request and obtain from us, once a calendar year, information about the personal information we shared, if any, with other businesses for marketing uses. If applicable, this information would include the categories of personal information and the names and addresses of those businesses with which we shared...
such personal information for the immediately prior calendar year (e.g., requests made in the current year will receive information about the prior year).

To obtain this information please write to us at:

Institute for Sustainable Infrastructure
1025 Vermont Avenue, NW, Suite 520
Washington, DC 20005

Please include your full name and address. For more information on California’s “Shine the Light” legislation, click here.

VIII. Canada Anti-Spam Law

ISI complies with the Canada Anti-Spam Law (CASL). Non-ISI members or associates who provide us a Canadian mailing address will not receive unauthorized Commercial Electronic Messages (as defined under the Canada Anti-Spam Law) unless these individuals have “opted-in” to receive Commercial Electronic Messages.

For more information on the Canada Anti-Spam Law, click here.

IX. Children

ISI does not knowingly collect Personal Data from or market to children under the age of 13.

X. How We Protect Personal Data

ISI implements commercially reasonable security measures to help protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of data. Except for membership directories, membership lists and registration lists, and the sharing of information as set forth in this Privacy Policy, we restrict access to Personal Data to certain companies who need the data to operate, develop, or improve our services. These individuals or partner organizations are bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

Unfortunately, no data transmission over the internet or electronic storage is fully secure. Accordingly, and despite our reasonable efforts to protect your Personal Data from unauthorized access, use, or disclosure, ISI cannot guarantee or warrant the security of the Personal Data you transmit to us, or to or from our online website. If you have questions about this Privacy Policy, please contact us using the information contained in the “Contact Information” section below.
XI. User ID and Password

Certain areas of the website require the use of a user ID, email address, or password as an additional security measure that helps protect your Personal Data. To help you protect your privacy, ISI strongly urges that passwords be changed every 90-120 days, and that a combination of numbers, letters and symbols be used to generate passwords.

XII. Linking to other Internet websites

Other websites that are linked from the website or from an ISI email message may contain privacy provisions that differ from the provisions of this Privacy Policy. To ensure your privacy is protected, review the privacy statements of these other linked website, applications, or other digital platforms.

XIII. How You Can Access, Change and Delete Your Personal Data

We rely on you to update and correct your Personal Data. If you are a user of our website, subscriber to ISI resources and/or publications, or are an ISI member, you can review, update and correct your information directly on ISI's website. Typically, we retain your Personal Data for the period necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. This may include retaining your Personal Data indefinitely, even after you are no longer an ISI member, in order to provide you with future marketing opportunities and other purposes, as well as to comply with our legal obligations, resolve disputes, or enforce any of our agreements. Please note that you can request, at any time, that we delete your Personal Data. All requests must be directed to the contact in the “Contact Information” section below. We can decide to delete your Personal Data if we believe that the data is incomplete, inaccurate, or that our continued use and storage are contrary to our obligations to other members, individuals, or third parties. When we delete your Personal Data, it will be removed from our active databases or anonymized so that the data is no longer identified with you, but the data may remain in our archives if ISI determines that it is not practical or possible to delete it.

XIV. Cookies and Other Web Devices

Our website sends cookies (i.e., pieces of code or text placed on your computer by us or third parties when you browse our website) to your web browser (if your browser's preferences allow it) to collect data when you browse our site. Cookie settings can be controlled in your Internet browser to automatically reject some forms of cookies. If you view our website without changing your cookie settings, you are indicating your consent to receive all cookies from our website. If you do not allow cookies, some features and functionality of our website may not operate as expected. In addition to cookies, we place technological tools (and allow certain third parties to place technological tools) such as tags and beacons (e.g., code scripts that are primarily used to
track visitors’ activities on our website by web analytics software), Internet Protocol (IP) addresses, and other tools, to collect your data for the purposes listed in this Privacy Policy.

XV. Transmission of Data to Other Countries

Your Personal Data is processed in the United States, where privacy laws may be less stringent than the laws in your country and where the government, courts, or law enforcement may be able to access your data. By submitting your Personal Data to us, you agree to the transfer, storage and processing of your Personal Data in the United States.

XVI. Right to Complain to Supervisory Authority

You, as the data subject, have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work, or place of the alleged infringement, if you believe that the processing of your personal data does not comply with legal requirements.

XVII. Breach Notification

In the event we determine the occurrence of a data security incident, we will notify you by email, US mail, telephone, or other means as permitted by law.

XVIII. Contact Information

If you have questions, comments, or complaints concerning our privacy practices or if you wish to change, access, or remove your Personal Data, please contact us as indicated below. We will attempt, where practical, to respond to your requests and to provide you with additional privacy related information.

Anthony Kane
President & CEO
Institute for Sustainable Infrastructure
1025 Vermont Avenue, NW, Suite 520
Washington, DC 20005