

## Privacy Policy

Asian Leadership Centre (ALC) has created this privacy policy ("the Policy") in order to demonstrate our firm commitment to privacy. In particular, the Policy sets forth our information gathering and dissemination practices with respect to this web site (" the Site "). The Policy applies only to data collected on-line.

1. This Site collects personal information such as name, company, address, phone numbers, fax numbers, and e-mail addresses ("Personally Identifiable Information") from visitors who voluntarily submit a feedback/inquiry form, send electronic mail to Asian Leadership Centre, register for programs & events, subscribe to newsletters, submit resumes through the Site, or otherwise voluntarily submit such information to Asian Leadership Centre through or because of the Site. Personally Identifiable Information collected through this Site is saved in Asian Leadership Centre's contact database where it may be combined with pre-existing contact information in the database.
2. Asian Leadership Centre does not collect Personally Identifiable Information about visitors except when specifically and knowingly provided by such individuals.
3. Personally Identifiable Information may be used by Asian Leadership Centre to contact you regarding its' programs and services.
4. Personally Identifiable Information may also be used by Asian Leadership Centre to send you surveys regarding current services or potential new services that may be offered, as well as to send you newsletters, event notices and announcements, and promotional materials regarding Asian Leadership Centre's programs, products, and services. If you no longer wish to receive such messages from Asian Leadership Centre you can mail us. Along these lines, please note that Asian Leadership Centre complies with the CAN-SPAM Act.
5. Asian Leadership Centre takes commercially appropriate measures to safeguard the Personally Identifiable Information that you share with us. As such, we use a variety of security technologies and procedures to help protect your Personally Identifiable Information from unauthorized access, use, or disclosure. For example, we store the Personal Identifiable 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.
6. Asian Leadership Centre obtains second-level domain information and, in some instances, IP addresses, regarding visitors to the Site ("Non-Personally Identifiable Information"), but does not collect or maintain Personally Identifiable Information concerning such visitors unless they also specifically and knowingly provide such information. See paragraph 1 above. The Site uses cookies to track Site traffic only. Cookies do not track Personally Identifiable Information.
7. Asian Leadership Centre occasionally enlists vendors to provide services on our behalf, such as handling the processing and delivery of mailings, providing customer support, processing transactions, or performing statistical analysis of our services. We will only provide those vendors with the Personally Identifiable Information that they need to deliver the service. They are required to maintain the confidentiality of your information and are prohibited from using that information for any other purpose.

8. In certain instances (e.g., when Asian Leadership Centre co-presents or co-sponsors an event with a third party), ALC may “rent” your Personally Identifiable Information to a particular third party, usually on a one-time basis. Asian Leadership Centre only does so, however, through the intermediary of a vendor as referenced in paragraph 7 above. Such a vendor (who is, as noted in paragraph 7 above, required to maintain the confidentiality of your information) ensures that the third party in question never receives direct access to your Personally Identifiable Information.

9. In the event that Asian Leadership Centre is involved in an acquisition event with another company (i.e., merger, sale of assets, etc.), such Personally Identifiable Information collected under this Policy will potentially be part of the assets transferred. In that instance, you will be notified via a notice on our Site for 30 days prior to a change of ownership or control of such Personally Identifiable Information, with such notice also indicating whether your Personally Identifiable Information will be used in manner different from that stated at the time of collection. After receipt of such notice, you may (as you can at any time) remove such Personally Identifiable Information pursuant to paragraph 4 above.

10. Asian Leadership Centre may access and/or 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 the edicts of the law or comply with legal process served on Linkage or the Site; (b) protect and defend the rights or property of Asian Leadership Centre, including this Site; or (c) act in urgent circumstances to protect the personal safety of users of Asian Leadership Centre services or members of the public.

11. Except as noted above, Asian Leadership Centre will not otherwise disclose your Personally Identifiable Information to third parties without your permission.

12. Asian Leadership Centre reserves the right to use your IP address, resolution settings, browser information, platform type, and originating URLs to help diagnose problems with our server, measure usage, and administer the Site.

13. This Site contains links to other web sites. Asian Leadership Centre is not responsible for the privacy practices or the content of such sites.

14. Asian Leadership Centre reserves the right to modify this Policy without prior notice. Accordingly, please refer to the Policy on a regular basis.

If you have any questions about this Policy or the privacy practices of this Site, please contact : [info@asianleadershipcentre.org](mailto:info@asianleadershipcentre.org) or [info@theasiacouncil.org](mailto:info@theasiacouncil.org)