

## **A Meeting by Design, dba Mountain Destinations Privacy Policy**

Protecting your privacy is important to A Meeting by Design, a dba of Mountain Destinations Inc; hereafter referred to as Mountain Destinations.

We are committed to respecting your privacy and the security of personal information. Our privacy policy, updated on January 14, 2018, describes the information we collect and how we use it. Please review the following policy and let us know if you have any questions or feedback. For privacy-related issues, please contact us at:

Mountain Destinations, Inc.  
380 Ice Center Ln. Suite C  
Bozeman, MT 59718  
Phone: 888-995-3088  
Fax: 406-587-2451  
Email: [info@mountaindestinations.com](mailto:info@mountaindestinations.com)

### **Information Collected in Registration Website**

We may collect information (including name, address, telephone number, email address and, when necessary, credit card information) when you:

Register for a conference through our web site

Register for lodging through the web site

Make a purchase online for a variety of ala carte meeting or event related items (lift tickets, shuttle service, guest registration, etc.)

Provide license numbers correlating to Continuing Education Meetings that require the registrants personal license number associated with their credentials. This license is provided to the accreditor on record for participants to obtain their individual credits through organizations selected accreditor.

We have no direct relationship with the individuals whose personal data it processes. An individual who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct his query to the Client (the data controller). If the Client requests us to remove the data, we will respond to their request within 30 business days.

We will retain personal data we process on behalf of our Clients for as long as needed to provide services to our Client. We will retain and use this personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

### **Website Visitor and Online Information We Collect**

When you browse the registration website, you can do so anonymously.

However, your browser does automatically tell us the type of computer and operating system you are using.

The registration website uses cookies. Specifically, the website will set a temporary "session cookie" that lasts the length of your visit to the site, and allows us to collect information on what you view on the site. However, this information is not in anyway identified with you personally, unless you choose to browse the site while signed in.

We study usage and navigation patterns, so we can improve our site's convenience and ease of use.

You may have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline all cookies if you prefer. Alternatively, you may be able to modify your browser setting to notify you each time a cookie is tendered and permit you to accept or decline cookies on an individual basis. If you choose to decline cookies, however, that may hinder performance and you may not be able to use Mountain Destination's website.

Emails we send you may contain hypertext links back to our web site. We track clickthru to these links to help us determine your interest in particular topics and measure the effectiveness of our customer and marketing communications.

### **Using the Information We Collect**

MOUNTAIN DESTINATIONS registration website is a tool that helps our Clients who organize meetings, events and conferences, also helps attendees, speakers and other persons like you attend, register for, and complete transactions related to meetings, events and conferences.

For example, depending on how MOUNTAIN DESTINATIONS client desires to configure the website, your personal information will be used in the following ways:

- Registration for an event, conference or meeting
- Registration for a session, workshop or other sub-part of an event, conference or meeting
- Selection of, and registration and payment for, hotels, limousines or rental cars
- Processing of payment card transactions related to events, conferences or meetings, or services and goods related to events, conferences or meetings
- Purchase of tickets for outside events such as concerts or tours
- Creation of badges, passes or other items to identify event attendees
- Acceptance of abstracts, papers and presentations from event speakers
- Marketing of events, sessions, services and goods through e-mail, mailings or other means
- Communication to attendees via e-mail, mailings or other means concerning the event, announcements or services and goods related to the event
- Creation of reports and conducting internal research concerning events, including aggregation of personal data processed and stored on MOUNTAIN DESTINATIONS systems; and
- Customer service or technical support concerning the use of the MOUNTAIN DESTINATIONS software or website.

### **Information We Share with Others**

We contract with other companies to provide certain services, including on line credit card processing, shipping, and mailing services. We provide these companies with only the information they need to perform their services and work closely with them to ensure that your privacy is respected and protected. These companies are prohibited from using this information for their own marketing purposes or from sharing this information with any other third parties.

At times we may be required by law or legal process to disclose your personal information.

- as required by law, such as to comply with a subpoena, or similar legal process
- when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request,

PLEASE BE AWARE THAT MOUNTAIN DESTINATIONS DOES NOT MONITOR OR CONTROL, AND IS NOT RESPONSIBLE FOR, THE HANDLING, PROTECTION, USE OR DISCLOSURE OF YOUR PERSONAL INFORMATION BY SUPPLIERS, SERVICE PROVIDERS OR GOVERNMENTAL OR LEGAL AUTHORITIES. IF YOU WANT TO DETERMINE HOW A SUPPLIER, SERVICE PROVIDER OR GOVERNMENTAL OR LEGAL AUTHORITIES HANDLES, PROTECTS, USES OR DISCLOSES YOUR PERSONAL INFORMATION YOU MUST READ THEIR PRIVACY POLICY OR CONTACT THEM DIRECTLY.

### **How we use Email**

When you provide us with your email address, we may send you emails necessary to process your registration or respond to a request. For example, after you register at the registration site, you will receive an email confirmation and, in most cases, an email with registration information for verification. It is our intent to send you promotional email only if you have agreed to receive it or it is regarding the conference in which you have registered.

### **Links to Other Sites**

Occasionally we provide links from our Registration Website to other sites we think you will find useful. These sites operate independently of Mountain Destinations and have established their own privacy and security policies. For the best online experience, we strongly encourage you to review these policies at any site you visit.

### **Updating and Reviewing Your Information**

You have access to the contact information we have about you. To review and update your contact information, use the Edit button on the website.

### **Your Preferences**

We offer choices on the types of information you receive from us. If you prefer not to receive brochures on upcoming conferences from Mountain Destinations, please contact us at the address shown below.

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Bozeman, MT 59718  
Phone: 888-995-3088

Fax: 406-587-2451

Email: [info@mountaindestinations.com](mailto:info@mountaindestinations.com)

Please be sure to provide us your exact name and address or your conference ID#,

so that we can be sure to identify you correctly.

## **Security**

It is our intent to protect against the loss, misuse or alteration of information that we have collected from you. Mountain Destinations safeguards the security of our data with physical, electronic, and internal management procedures.

We employ technologies including Secure Socket Layers (SSL), the industry standard, for transferring information to process your orders. The SSL encrypts, or translates, your order information into a highly indecipherable code.

When you've finished browsing and shopping and begin the checkout process, you will move into the secure area of our site. A warning window may pop up to notify you that you are entering this "safe" area. Once you've entered, the page address (URL) will change from http to https, to let you know you are in a secure area. Also, a key or a closed lock will appear on the lower status bar of your browser to notify you of this change. You will remain in this secure zone for the entire checkout process. (If you do not see the lock in Internet Explorer, click View/Status Bar.)

## **How We Secure Your Information**

MOUNTAIN DESTINATIONS utilize appropriate physical, technical and administrative controls and procedures to safeguard the information we collect from loss, misuse and unauthorized access, disclosure, alteration and destruction.

Our information security policy is updated as part of a regular security review, included in induction procedures and available to all internal members of our staff.

However, we cannot guarantee that those controls and procedures will never be defeated or fail, or that those controls or procedures will always be sufficient or effective. In our efforts to protect your online transactions, we use a technology called Secure Sockets Layer (SSL). If your browser is capable of SSL, your personal information will be automatically encrypted, or encoded, before it is sent over the Internet.

## **Encryption**

All data collection takes place under a secure protocol: HTTPS (128 bit SSL)

Data in transit is encrypted using AES with 128bit Rijndael keys. PCI data remains encrypted in the same way at rest.

Passwords are encrypted using one-way, 256bit SHA-1 hash.

Note that from March / April 2016 all data in transit and at rest (including backups) will be encrypted with AES 256.

Secure protocols such as HTTPS, SSH and SFTP are used for connections with third parties and any communication in and out of the system firewall.

Passwords on network devices and systems are encrypted.

Internally we make use of SFTP (secure file transfer protocol). External usage of FTP is disabled; any clients or attendees uploading files use HTTPS.

There are documented processes and procedures in place for encryption keys. Our encryption key policy is available upon request.

PCI data remains encrypted in backups.

## **MOUNTAIN DESTINATIONS REGISTRATION SOFTWARE IS LEASED.**

The software utilized for the registration database is not owned by Mountain Destinations but leased annually from a third-party provider currently, ETOUCHES.

etouches, Inc. has been awarded TRUSTe's Privacy Seal signifying that this privacy policy and practices have been reviewed by TRUSTe for compliance with TRUSTe's Program Requirements and the TRUSTed Cloud Program Requirements including transparency, accountability and choice regarding the collection and use of your personal information. TRUSTe's mission, as an independent third party, is to accelerate online trust among consumers and organizations globally through its leading privacy Trustmark and innovative trust solutions. If you have questions or complaints regarding our privacy policy or practices, please contact [info@ameetinbydesign.com](mailto:info@ameetinbydesign.com). If you are not satisfied with our response you can contact TRUSTe.

The TRUSTe program covers the collection, use and disclosure of information collected through corporate website, [www.etouches.com](http://www.etouches.com) and our application(s) accessed via these domains: [eiseverywhere.com](http://eiseverywhere.com), [eventscloud.com](http://eventscloud.com). The use of information collected through our service shall be limited to the purpose of providing the service for which the Client has engaged etouches, Inc.

The provider is subject to the investigatory and enforcement powers of the Federal Trade Commission (FTC). etouches, Inc. complies with the EU-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union to the United States. The third-party provider has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern.

### PCI

etouches is PCI Level 1 certified, the highest standard for the Payment Card Industry. We have undergone internal and external audits to ensure that we are compliant on all points of PCI. Clearly, security is a moving target and we subject the system to weekly vulnerability scans, annual penetration tests and hold regular security reviews.

### Other

Our hosting environment with is PCI Level 1, ISO 27001 and SSAE16 certified. Supporting documentation can be provided under NDA.

If you are still unsure of giving your credit card over the Internet, please feel free to phone, fax, or mail your order to us.

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If you have any further question regarding your online security, please contact us at 1-888-995-3088 or e-mail us at [info@mountaindestinations.com](mailto:info@mountaindestinations.com).