



GIS Certification Institute (GISCI) Privacy Statement

Our Privacy Policy and Commitment to Protecting your Privacy

As an applicant for the GIS Certification Institute (GISCI) certification program, you trust us with your personal information. We respect that trust and want you to be aware of our commitment to protect the information you share in the course of being affiliated with us.

The application requires that sensitive information be shared and documented. This statement should act as your assurance that all information is kept confidential and viewed only by necessary and authorized parties. The GISCI staff will have access to the entire application including payment information. The GISCI Review Committee (volunteers assigned to make decisions on the status of certain applications) will have access to the applications but will not have access to payment information.

Your Rights as they Pertain to Your Personal Information

- You have the right to know why GISCI collects, uses or discloses your personal information.
- You have the right to expect GISCI to handle your information reasonably and to not use it for any other purpose other than the one to which you consented.
- You have the right to know who in GISCI is responsible for protecting your information.
- You have the right to know who in GISCI has access to your information and why.
- You have the right to expect GISCI to protect your information from unauthorized disclosure.
- You have the right to inspect the contact and payment information GISCI holds for you and make sure it is accurate, complete and current.
- You have the right to expect GISCI to destroy your information when requested or when no longer required for the intended purpose.
- You have the right to remove or obscure all sensitive or personal information (i.e. social security number, drivers license number, maiden name, etc.) from any document within the application as long as it does not interfere with application's processing.
- You have the right to confidentially complain to GISCI about how it handles your information.

How we Collect, Use and Disclose Your Information

When you submit materials to us, you share personal contact information so that we may provide you with information and services that best meet your needs. We assume your consent for us to use this information in an appropriate manner. We use and disclose this information in order to communicate with you in a timely and efficient manner.

Web Disclosure

GISCI publishes a manifest of all its certified GIS professionals on its website. This manifest aids professionals, employers, and the public to determine who is certified by GISCI.

The manifest contains the following information:

- First, Middle, and Last Names
- Job Title (if applicable)
- City
- State
- Certification Identification Number
- Certification Date

No contact information is printed in this manifest. It would be impossible for outside sources to contact you directly given the information that is provided. Contact GISCI staff if you would like to be removed from the online manifest.

What We Will NOT Do With Your Information

We do not sell GISCI information to anyone. Nor do we share client information with organizations outside of the GISCI that would use it to contact you about their own products or services.

What We Will Do With Your Information

Some vendors will put together benefits packages for certified GIS professionals. These include complimentary educational items that GISCI has approved and feel would augment a GISP's career growth. Vendors are sent a contact list from GISCI. This list contains only mailing addresses. **This list is for one time use only.** GISCI should be contacted if one continues to receive items from a vendor that were not part of the original benefits package.

We Strive to Protect Your Personal Information

All employees and associated volunteers who are granted access to applicant records understand the need to keep this information protected and confidential. They know they are to use the information only for the purposes intended. This expectation is clearly communicated.

Your Privacy Choices

You may withdraw your consent at any time (subject to legal or contractual obligations and on providing us reasonable notice) by contacting GISCI staff. Please be aware that withdrawing your consent may prevent us from providing you with requested information or services. We may occasionally use your personal information to advise you of information and services we believe may be of interest to you or fit your personal circumstances. If you would rather not receive this type of communication, please advise the GISCI staff.