



## Privacy Policy

The Council of Administrators of Special Education (CASE) is a non-profit professional organization of more than 5,800 special education leaders in the United States and throughout the world. CASE provides leadership to advance the field of special education through professional learning, policy, and advocacy. CASE is committed to protecting your privacy and providing a safe online experience for all our members and visitors while offering them the highest quality services.

CASE gathers certain types of information from members and visitors so we can fulfill your requests and better serve your needs. You should fully understand the terms and conditions surrounding the collection and use of this information. This privacy statement discloses what information we gather, how we use it, how to correct or change it, and what steps we take to safeguard personal information provided to us. Please review the complete Privacy Policy and contact us if you have any questions at [office@casecec.org](mailto:office@casecec.org).

Federal law requires us to tell you how we collect, use, share and protect your personal information. Federal law also limits how we can use your personal information. Protecting the privacy and security of consumers' personal information is important to us.

For information about privacy from the Federal Trade Commission, [click here](#).

## Your Consent

The CASE website at [www.casecec.org](http://www.casecec.org) collects no personal information about you when you visit the site, unless you choose to provide that information to us voluntarily. By doing so, you are giving CASE your permission to use the information for the intended purpose. By using the CASE website, you consent to practices described within this Privacy Policy.

## Information We Collect

You can visit our website at [www.casecec.org](http://www.casecec.org), read articles and other materials, and check on offerings without giving us any Personally Identifiable Information. So that we can provide our users and members with the most efficient and enhanced, personalized service, we request information about you in certain circumstances and also automatically collect certain information for statistical purposes.

### *Automatically collected information*

If during your visit you only browse through the website, read pages, or download information, we will gather and store certain technical information about your visit automatically. This information does not identify you personally. We automatically collect and store only the following information about your visit: the internet domain name (company.org), the IP address from which you access our website, the



type of browser (i.e., Chrome, Firefox), the operating system used to access our site (i.e., Windows, Macintosh), the date and time you access our site, the pages you visit, and your username (if it was used to log in to the website). We use this information to help us make our site more useful to visitors, to learn about the number of visitors to our site, and to tailor each visitor's preference. We do not track or record information about individuals and their visits.

### *Personal Information*

We may collect information (such as name, address, telephone number, e-mail address, transaction information, credit card information and date of birth) when you:

- Become a CASE member
- Register for CASE virtual events, webinars, conferences and other happenings
- Place an order or make a purchase on our website or via the CASE store
- Register for CASE e-mail updates, newsletters and announcements

We maintain the data that you provide us, along with a record of your purchases, in a secure database. If you choose to provide us your personal information (filling out a form with your personal information and submitting it to us through our website), we use that information to help us get you the information you have requested.

### *Email*

We do not collect personal information from emails for any purpose other than to respond to you. When you provide us your e-mail address, we will e-mail you as necessary to process your order, respond to a request or provide customer service. For example, after you place an order at [www.casecec.org](http://www.casecec.org), you will receive an e-mail confirmation. We may also send promotional e-mails about products, special offers, services or events that we believe may be of interest to you. It is our intent to send promotional emails only to those persons who wish to receive them.

You should never send sensitive or personal information like your social security or credit card number in an email. Use secure websites to send credit card information instead. Some of our websites ask visitors to provide specific information. All information collected on websites through questionnaires, feedback forms, or other means, enables us to determine visitors' interests, with the goal of providing better service to our visitors and members.

### *Information Collected for Tracking and Customization (Cookies)*

Your web browser offers "cookies," which store data on your computer when you visit a Web site. Without them, the user would have to log into each password-protected page. Cookies do not contain any Personally Identifiable Information about you. We use cookies only as a user convenience. Cookies assist us in tracking which of our features you like best. It also allows us to store your preferences and settings, provide interest-based advertising, and analyze how our services are performing. You can accept or decline cookies by modifying your browser. If you disable cookies, some advanced and customized features or offerings will not be available to you. A cookie is essentially your identification card and cannot be executed as code or deliver viruses. It is uniquely yours and can only be read by the



server that gave it to you. It is a feature to save you time and money by taking you directly to the pages you use most frequently.

#### *To update personal information*

To update your e-mail address or other contact information, you may call 703-875-0748, email [office@casecec.org](mailto:office@casecec.org). If you are a CASE member, it is best to update your personal information directly via your Council for Exceptional Children (CEC) membership account at [www.exceptionalchildren.org](http://www.exceptionalchildren.org). The membership database from CEC is accessed for CASE membership.

## Security

CASE considers the protection of all Personally Identifiable Information it receives from website visitors and subscribers as critical to its mission. CASE exercises great care in providing secure transmission of your information. Unfortunately, no data transmission over the Internet can be guaranteed to be 100 percent secure. As a result, while we strive to protect your personal information, CASE cannot ensure or warrant the security of any information you transmit to us. However, once we receive your transmission, CASE makes every effort to ensure its security. All emails and newsletters from this site allow you to opt out of further mailings.

## Accessibility

CASE is committed to ensuring our Privacy Policy is accessible to all individuals, including those with disabilities. If you require the Privacy Policy in an alternative format or need assistance accessing any part of this document, please contact us at [office@casecec.org](mailto:office@casecec.org).

Our website complies with WCAG 2.1 Level AA standards to provide an inclusive experience for all users. CASE continually ensures our website pages are accessible to individuals with disabilities in accordance with Section 508 of the Rehabilitation Act. CASE is committed to and is making every possible effort to ensure that all electronic and information technology developed, procured, maintained, or used by CASE is accessible to people with disabilities. If you have any difficulty viewing any page with adaptive technology, please contact CASE at [office@casecec.org](mailto:office@casecec.org).

## Linking Policy and Disclaimer of Endorsement

This privacy statement applies solely to information collected by CASE. The CASE website, [www.casecec.org](http://www.casecec.org), may contain hyperlinks to websites operated by third parties other than CASE. CASE does not control Third-Party Sites and is not responsible for their content or their products and services offered. CASE's inclusion of the hyperlinks to such Third-Party Sites does not imply any endorsement of the material, or any association with their operators. Please be aware that even if these Third-Party Sites are listed as affiliated or as those with whom we have a "partner" relationship, CASE has no control over these linked websites. These Third-Party Sites each have their separate privacy and data collection policies independent of CASE. Information collected by these Third-Party Sites, including those affiliated



and “partner” websites, is not received, stored or used in any way by CASE. As such, CASE is not responsible or liable for the privacy practices or actions of any such other sites.

These links are only provided for your convenience, and you therefore access them at your own risk. We encourage our members to be aware when they leave our site and to read the privacy statements of each site that collects Personally Identifiable Information.

## Privacy of Children on the CASE Website

CASE's website is not intended for use by children under the age of 13, and we do not knowingly collect personal information from children under the age of 13. The Children's Online Privacy Protection Act (COPPA) governs information gathering online from or about children under the age of 13. Verifiable consent from a child's parent or guardian is required before collecting, using, or disclosing personal information from a child under the age of 13.

## Visitors and Subscribers Outside the United States

Our Web sites and the servers that make these sites available worldwide are in the United States. The laws in the United States govern all matters relating to these sites. Any information you provide in subscribing to one of our publications or registering or ordering at our website or CASE store will be transferred to the United States. By visiting our sites and submitting information, you authorize this transfer, processing, and use.

## Entire Agreement

By viewing, visiting, or otherwise using the CASE website, you agree to all the terms and conditions set forth in this policy. This policy constitutes the entire agreement between user and CASE with respect to the use of this site and its content.

Notwithstanding the foregoing, CASE reserves the right to modify the site at any time and users are deemed to be apprised of and bound by any such modifications. If any provision of this policy shall be held to be invalid, illegal, or unenforceable for any reason, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

## Changes to the Privacy Policy

CASE services change from time to time, we may update this Privacy Policy to reflect changes to our information practices. We reserve the right to amend the Privacy Policy at any time, for any reason, and may do so by posting a new version online. Your continued use of the Websites, the Apps and/or continued provision of Personal Data to us will be subject to the terms of the then-current Privacy Policy. If we make any material changes or if otherwise required by the applicable law, we will notify you by email (sent to the e-mail address specified in your account) or by means of a notice on this website prior



to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

For questions, comments or assistance, we invite you to contact CASE at:

Council of Administrators of Special Education (CASE)  
1736 E. Sunshine St, Ste 501  
Springfield, MO 65804  
417-427-7720  
[office@casecec.org](mailto:office@casecec.org)