

AEIO Privacy Policy – Reviewer Sites

Effective: March 1, 2011

Your privacy is important to us. AEIO, LLC (AEIO) maintains high standards for the protection of your privacy at our websites. We have implemented technical, administrative, and physical security measures to protect guest information from unauthorized access and improper use. From time to time, we review our security procedures in order to consider appropriate new technology and methods. Please be aware though that, despite our best efforts, no security measures are perfect or impenetrable.

Below, you will find our Privacy Policy regarding any personal information that you may supply through a site designed for reviewers invited or solicited to participate in grant and other reviews and competitions ("Competitions") which site is owned, managed, hosted or operated by or for AEIO ("AEIO Reviewer Sites"). Please note: this policy may be changed or updated at any time, without any notice. Any changes to the policy will be effective immediately.

In stating our policy, we refer to anyone who visits our website or any AEIO Reviewer Sites as "Guests." We refer to all parties that participate in Competitions planned or facilitated, in whole or in part, by AEIO ("Events") as "Participants." We refer to all parties that submit information to or through an AEIO Reviewer Site but do not participate in a Competition or Event as "Reviewers." Participants may include individuals and entities, government and non-government parties, for-profit and non-profit groups who are Reviewers to an identifiable Event or Events, as well as any Participant's employees, representatives, contractors and officers involved with such Event(s). When this Privacy Policy uses the term "personally-identifiable information," we mean information that identifies a particular individual, such as the individual's name, postal address, e-mail address, and telephone number. When other information (such as for example, the event in which a participant was involved and the participant's role therein or their job or title) is directly associated with personally-identifiable information, this other information is also treated as personally identifiable information for purposes of this Privacy Policy. Personally-identifiable information does not include screen names (also known as member names, usernames or other online aliases) provided by our guests in the course of registering with or using any of our Web sites or AEIO Reviewer Sites, except in circumstances in which we request that guests provide their e-mail addresses as their screen names. Personally-identifiable information is sometimes referred to in this Privacy Policy as "personal information."

Our goal is to respect and to protect your privacy and the information that you submit to us through the Internet. The terms of this Privacy Policy are also subject to all applicable laws.

PLEASE REMEMBER that this policy covers only the data collection and use practices for AEIO Reviewer Sites. Privacy policies may differ at websites of others, even other companies that may be strategic partners with AEIO but are not affiliates of AEIO or in AEIO's own off-line data collection and reporting practices.

The Information We Collect:

We collect several types of personally-identifiable information about our Participants.

Information You Provide to Us

Much of the personally-identifiable information we receive comes directly from you when you register on, log on, or visit this AEIO Reviewer Site, or as part of your participation in any Events. If you provide personal information when you use any of these features, that personal information is subject to and you are agreeing to the terms of this Privacy Policy. Typically, this information includes the Participant's name, postal address, e-mail address, and telephone number. We may also collect other types of information such as subject matter expertise, job, title and role you may play in a particular Event, which we may associate with personally identifiable information. All of this information we refer to as ("Basic Contact Information").

Personally identifiable information voluntarily provided by you may be retained indefinitely for the purposes described in this Privacy Notice.

Information Collected Through Technology

Our Web sites do not collect information through other varieties of technical methods, such as cookies and Web beacons. However, some of the several AEIO site hosts, like SurveyMonkey®, do use cookies. If any such host is collecting information by using cookies or other Web beacons, we will require them to disclose it in the privacy policy posted on their website or at the specific Reviewer site.

Cookies, like those used by SurveyMonkey®, are small data files used for authenticating, session tracking and maintenance specific information about users. These cookies cannot read or access other cookies or any data from a user's hard drive. SurveyMonkey® uses cookies to save usernames in order to maximize data entry and for general ease of use. Cookies are also used to "time-out" user sessions that are idle for an extended period of time.

You may also find on our sites icons or links to websites managed by third parties. These third parties who place icons or links on our Web sites may use cookies and Web beacons to collect non-personally identifiable information about your visits to the linked Web sites. Finally, please keep in mind that if you click on an icon or link for a third party on one of our Web sites and link to a third party's Web site, then our Privacy Policy will not apply to your personally identifiable information collected on that third party's Web site and you must read the privacy policy posted on that site to see how your personally identifiable information will be handled.

Information That We Collect from Others

We may update and supplement personally identifiable information that we have collected directly from our guests with other information that we obtain from third parties. In addition, we may obtain personally identifiable information about individuals who are not yet users of our Web sites or Participants. In addition, when we associate information that we obtain from third parties with personally identifiable information that we have collected under this Privacy Policy, we will treat the acquired information like the information that we collected ourselves and, except as permitted by this Privacy Policy, the information will not be shared with third parties.

Special Information / Medical or Health Information:

We occasionally receive personally identifiable information that is what we consider "Special Information" such as medical, health, gender, age, race, ethnicity or financial information about a guest or participant. We do not use or share Special Information except to perform the specific purpose and function for which it was received and in compliance with applicable laws and any express conditions placed on its transmission by the provider.

Use of the Information these Sites Gather

Any Basic Contact Information we receive may be shared with any Participants.

All other personally-identifiable information you give us or we receive from other sources will be used only to provide the product, service or information you have requested, such as facilitating your participation in an Event, or to support the Competition for which you will participate.

Unless you specifically consent to let us do so, your Special Information, will not be shared with third parties, other than as required by law or to fulfill a request from you or to perform the specific purpose and function for which it was received. Any sharing of such information will be in compliance with applicable laws and any express conditions placed on its transmission by the provider.

No personally-identifiable information collected at this site or at any AEIO Reviewer Site, including your email and other Basic Contact Information, will be sold, rented, licensed, or otherwise shared by AEIO with any non-participant, except as may be required of AEIO by applicable court order, law, enforcement of a breach of our policies or terms or use, or public policy or as may be required by any contract with any department, division or agency of the government of the United States of America (such as the posting on a Government website of the schedule of names of Participants in a grant review session after an award) affecting the planning, facilitation or funding of the Event in which you are a participant.

Making Changes to the Information You Provide to Us

Information that you voluntarily provided will be maintained as long as AEIO deems appropriate to fulfill the purpose for which you provided the information or until you request us to remove it. All such requests must be made in writing and directed to AEIO at the address provided in the Notice section, below, of this Privacy Policy.

Sites We Link To

If you choose to use any of the links from this site, to that of any third parties, you will be leaving our web site and going to a new web site. Protection of your privacy at those other sites will be governed by the privacy policy at those sites. We've taken care in selecting the third parties we allow to appear on our sites, but please take the time to read the privacy policies at their sites.

Notices

If you would like to contact us about this Privacy Policy or would like to update your information, or have any questions, comments or concerns about the use of your personal information, please e-mail Azurdee R. Lancaster at alancaster@aeioonline.com or write to us at the following address:

Information Services
Attn: Shawnea Posey
Director, Human Resources & Contracts
AEIO, LLC

1250 Connecticut Avenue, N.W., Suite 200
Washington, DC 20036

Governing Law and Jurisdiction

This Privacy Policy and its terms and condition will be governed by and construed in accordance with the laws of the state of Maryland, without reference to its choice of law rules. By accessing, viewing, or using the material on this or any of our sites, you consent to the terms of this Privacy Policy and to the jurisdiction of the federal and state courts presiding in Prince Georges County, Maryland, and agree to accept service of process by mail and hereby waive any and all jurisdictional and venue defenses otherwise available. This site is controlled and operated by AEIO from its offices within the state of Maryland in the United States. AEIO makes no representation that materials in the site are appropriate or available for use in other locations, and access to them from territories where their contents are illegal is prohibited. Those who choose to access this site from other locations do so on their own volition and are responsible for compliance with applicable local laws.

Not a Government Site

AEIO Reviewer Sites are not operated or managed by any division, department or agency of the Government of the United States of America. AEIO is a private entity working under contract to the United States government to plan, facilitate or otherwise participate in a specific Event or Events for which participants or prospective participants may register or provide Reviewer information through this site. It is not a federal records system nor shall it under any circumstances be construed as or deemed a government system of records as that term is used and defined under the Privacy Act of 1974.

CALIFORNIA PRIVACY RIGHTS

California Civil Code Section 1798.83 permits guest to any AEIO site, who are California residents, to request certain information regarding its disclosure of personal information to third parties for marketing purposes. To make such a request, please send an e-mail to Shawnea Posey at sposey@aeioonline.com or write to us at the following address:

Information Services
Attn: Shawnea Posey
Director, Human Resources & Contracts
AEIO, LLC
1250 Connecticut Avenue, N.W., Suite 200
Washington, DC 20036