

International Legal Technology Association

Privacy Policy

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International Legal Technology Association (“ILTA”) is committed to developing technology that gives you the most powerful and safe online experience. We are the premier environment for peer connections, education and collective intelligence to leverage the strategic advantages of technology in the legal profession. We offer our users an expanded suite of networking capabilities, including online and mobile communities, and in-person and virtual educational events.

This Privacy Policy describes how ILTA (“**we**,” “**us**,” “**our**”) collects, uses, discloses, and otherwise processes information about you. This Privacy Policy applies to information we collect when you access or use our websites (the “**Websites**”), use our mobile applications (the “**Apps**”), attend our events, or when you otherwise interact with us, such as through our support channels.

ILTA offers users ILTA Connect, where ILTA members can connect with peers, access resources, and participate in discussions related to legal technology, and the Email Marketing and Career Center, which provides employers with the opportunity to connect with top talent (each a “**Platform**” and, collectively, the “**Platforms**”). As it relates to the Platforms, ILTA acts as a Data Processor and only processes Service Data, the Personal Data (defined below) ILTA collects or generates during the provision and administration of the Platform and related technical support.

Information Collection

ILTA collects and uses information that, alone or in combination with other information, could be used to identify you (“**Personal Data**”) in order to deliver our products and services (ILTA “**Services**”), process applications to join programs, inform you of various opportunities, and provide support, as described below (please also see the “How We Use Information” section below).

Personal Data That You Provide Directly To Us. ILTA primarily collects Personal Data provided to us by individuals when they interact with our Services and customer service. For example, you may provide us with Personal Data when you sign up to participate in our communities, sign up for a seminar, ask to download content (such as a white paper or a brochure), submit a web form, participate in a survey, call or email us directly, request more information on our Services, or submit your business card.

The types of Personal Data that we collect vary based on the Services offered on the Websites and Apps, but generally include your name, address, telephone number, company name, job title, email address, and other information that you choose to submit to us.

Moreover, when you create a profile in the ILTA community on our Website www.iltanet.org or our Apps, we will collect the information that you elect to upload to your profile, such as a biography, your education and job history, company information. We also collect information that is provided, posted or uploaded by users to the ILTA communities. We do not control the content that users post to our user group. You should carefully consider whether you wish to submit Personal Data and whether you wish to make your profile available to other users, and you should tailor any content you submit appropriately.

Information Received from Other Sources. We may receive information about you from publicly available and third-party databases or services that provide information about business people and companies, or from third parties from whom we have purchased information (including an individual's name, job title, business contact information, and information about the business where the individual works), and combine this data with information we already have about you. This helps us to update, expand and analyze our records, identify new customers, and provide Services that may be of interest to you. We will obtain your consent before contacting you if required by the law of the country in which you are located.

Information Collected Automatically. As you interact on our Websites, we may collect information about your computer or device and visits to one or more of our Websites ("**Automatically Collected Data**") through cookies, web beacons and other technologies, Internet Protocol (IP) address tracking/URL tracking, and other tools (collectively, "**Tracking Technologies**"). The types of Automatically Collected Data collected on our Websites through the use of these and other tools that we may add from time to time may include: the search terms you used, new or returning user information, browser information, computer or device type, operating system, internet service provider, website usage, referring/exit pages, platform type, date/time stamp, number of clicks, and ads viewed. Please see the "Tracking Technologies" section below to learn more about how we use Tracking Technologies.

Service Data. In providing and administering the Platforms, we process information, including Personal Data, collected or generated during the provision and administration of the Platforms and related technical support.

Information Use

Provide our Services and respond to requests. We use the Personal Data we collect from you (unless otherwise restricted by law) to:

- Provide you support or other Services you have requested of us and other similar operational communications. For EU Data Subjects, such use is necessary for the performance of the membership agreement between you and us.
- Respond directly to your information requests (including registrations or other specific requests) or other inquiries. For EU Data Subjects, such use is necessary to respond to or implement your request.

Facilitate your engagement in the ILTA Member community. For EU Data Subjects, such use is necessary for the performance of the services contract between you and us.

Marketing. We also use your contact information to contact you by email or by phone regarding information that we think may be of interest to you. If you do not wish to receive marketing materials, brochures, or emails from ILTA, you may inform us of your preference by sending a letter or calling ILTA at the contact information below. You may also submit a request electronically through the Websites (<https://www.iltanet.org/about/optout>), by email to onlineservices@iltanet.org, or by unsubscribing from our marketing communications by clicking on the "unsubscribe" link located on the bottom of any of our emails.

When you use our App(s) we send you push notifications from time-to-time in order to update you

about any events or promotions that we may be running. If you no longer wish to receive these types of communications, you may turn them off at the device level. To ensure you receive proper notifications, we will need to collect certain information about your device such as operating system and user identification information.

Where required by the applicable law (for example, if you are an EU Data Subject), we will send you marketing information or notifications only with your consent, which was given at the time you provided us with the Personal Data. In such case, if you do not provide us with your consent to the processing of your Personal Data for this purpose, we will not send you this information, (please refer to the “EU Data Subjects” section below for information on your rights). For California residents, please consult the “Shine the Light” section below for additional considerations.

With your permission, we may also use information you provide to us as a testimonial posted on the Websites.

Correspondence. If you correspond with ILTA via email, the postal service, our web forms, or other form of communication, we may retain the correspondence and the information it contains. We may use the information for business purposes, including responding to your inquiry, notifying you of ILTA-related opportunities, and other marketing purposes (please read the Marketing section above for more information on our marketing practices and how to opt out or unsubscribe).

URL and IP Address. ILTA collects information about users’ IP addresses, including users’ utilization of our Websites, to help us design our Websites to better suit our Website users’ needs. We may use information about your IP address to help diagnose problems with our server, administer our Websites, analyze trends, track visitor movements, and gather information that assists us in identifying visitor preferences. We also may use your IP address to enhance our security and investigate an actual or potential security incident. For EU Data Subjects, this use of your information is necessary for our legitimate interests in understanding how the Websites and our Services are being used by you, to improve your experience on it and ensuring network and information security. For more information about what we mean by legitimate interests, and when we may process Personal Data for our legitimate interests, please see the “EU Data Subjects” section below.

Aggregated Data. We may also compile, anonymize and/or aggregate Personal Data and other information collected about Websites’ visitors, as described in this Privacy Policy, and use such anonymized and/or aggregated data for our business purposes, including disclosing such data to our partners, service providers, advertisers and/or other third parties for marketing or promotional purposes. This aggregate information does not identify you. For EU Data Subjects, this use of your Personal Data is necessary for our legitimate interests in understanding how the Websites and our Services are being used by you and to improve your experience on it. For more information about what we mean by legitimate interests, and when we may process Personal Data for our legitimate interests, please see the “EU Data Subjects” section below.

Service Data. Our use of information collected through providing and administering the Platforms is limited to the purpose of providing and administering the Platforms and related technical support.

Disclosure of Information

ILTA discloses Personal Data that we collect (described above) in accordance with the terms set forth in

this section.

We disclose your Personal Data with third parties who provide certain services to us to assist us in meeting business operation needs. These parties are authorized to process your Personal Data, on our behalf and pursuant to our instructions, only as necessary to provide these services to us. We disclose your Personal Data with the following service providers:

- Providers of payment processing and accounting, as necessary to process payment from our users
- Providers of meeting/event/conference registration Career Center system that integrates with our website Customer service providers
- Providers helping us fulfill subscription services (such as Higher Logic/Highroad Solutions/Personify/Fonteva/Salesforce)
- Providers of research and analytics services, including Google Analytics Providers of cloud computing infrastructure services

We may also disclose Personal Data to third parties in the following circumstances: (1) if you request or authorize us to do so; (2) the information is provided (a) to comply with the law (for example, to comply with a search warrant, subpoena or other legal process), (b) to enforce an agreement we have with you, (c) to protect our rights, property or safety, or the rights, property or safety of our employees or others, (d) to investigate fraud, or (e) to respond to a government request or to lawful requests by public authorities, including to meet national security or law enforcement requirements; (3) to address emergencies or acts of God; (4) to address disputes, claims, or to persons holding a legal or beneficial interest; (5) if we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, in which case your Personal Data and other information may be transferred to a successor or affiliate as part of that transaction along with other assets.

The Websites use interfaces with social media websites or platforms that are owned and/or controlled by third parties, such as Facebook, LinkedIn, Twitter and others (“**Social Media Sites**”). If you choose to “like” or share information from a Website through any Social Media Sites, if you are a member of a Social Media Site the interfaces on our Websites may allow the Social Media Site to connect your website visit to your Personal Data. The information that you share with the Social Media Sites will be governed by the specific privacy policies and terms of service of the Social Media Sites and not by this Privacy Policy. You should review the privacy policy of that Social Media Site before choosing to access and use any Social Media Sites, including interacting with our pages on those sites.

Access to and Control of Information

You can request access, correction, or deletion of certain Personal Data processed as part of our Services by reaching out to us at onlineservices@iltanet.org.

If you are an EU Data Subject, please see the “EU Data Subjects” section below for information on your rights in relation to the Personal Data we hold about you.

Data Retention

ILTA retains your personal information for as long as necessary to fulfill the purposes for which it was collected as set forth in this privacy policy, after which we will securely destroy or delete such personal information from our records unless otherwise required by law. We will retain and use information as necessary to comply with legal obligations, resolve disputes, enforce agreements, and as otherwise set forth in this privacy policy.

Tracking Technologies

ILTA and the providers they employ, use “cookies” and other technologies to personalize your online experience, analyze trends, administer the Websites, understand users’ activities on the Websites, to gather demographic information about our user base as a whole and to collect information about your activity in order to make advertising relevant to you and your interests, as described below.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the ILTA websites or other websites you visit.

What Are Cookies

Cookies are text files placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize ILTA Website pages, or register with an ILTA Website or Services, a cookie helps ILTA recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same ILTA Website, the information you previously provided can be retrieved, so you can easily use the features that you customized. For example, cookies can store your session information for easy log-in to a website or platform, or your language or user interface customization preferences or may allow websites to record your browsing activities (for example, number of page views, number of visitors, and time spent on each page).

We use both session ID cookies and persistent cookies. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for a set period of time or until you delete it.

How We Use Cookies

We classify cookies in the following categories:

Categories of Use	Purpose	
Strictly Necessary	These cookies link the actions of a user during a browser session in order to allow navigation around web pages, access to secure areas of the	Because these cookies are strictly necessary to deliver our services, users cannot refuse

Categories of Use	Purpose	
	<p>Websites or Platforms and help make the services available through our Websites and Platforms work. Without these cookies, basic functions of the Websites and Platforms would not work.</p> <p>For example, on the www.iltanet.org and careers.iltanet.org Websites we use a cookie called “ASP.NET”, a session cookie used to track a visitor’s identity during a particular session, and a cookie named “HLAuthToken” which contains credentials to authenticate a user).</p> <p>On the Platforms, we use session cookies for authentication and authorization purposes and to track a visitor’s identity during a particular session.</p>	<p>them.</p> <p>You can block or delete these cookies by changing the browser settings as explained below</p>
Preferences	<p>These cookies store choices you make and your preferences regarding our services (such as your user name, language or the region you are in, enable user interface customization). These cookies allow us to provide enhanced, more personal features (such as enabling customer support for users, for example offering live support chat). These cookies are not essential for using our services. However, without these cookies, certain functionality may become unavailable or may not function properly.</p> <p>For example, on the Websites we use cookies for use in managing the display of items or content (such as PageSize, SortField).</p> <p>On the Platforms, we use user interface customization cookies to store users’ preferences such as grid preferences (columns, sort order, etc.) or to enable certain functions, such as to prepopulate the input of the RSS feed dialog.</p>	<p>You can block or delete these cookies by changing the browser settings as explained below.</p>
Analytics	<p>These cookies recognize and count the number of visitors to our Websites and to see how visitors move around the Websites and Platforms when they are using it. This helps us to improve the way our Websites and Platforms work, for example by making sure visitors are finding what they need easily. The information collected through these</p>	<p>You can block or delete these cookies by changing the browser settings as explained below.</p> <p>You can also prevent your data from being collected by Google</p>

Categories of Use	Purpose	
	<p>cookies include anonymous traffic statistics, like number of page views, number of visitors, and time spent on each page.</p> <p>We use cookies from Google Analytics, a web analytics service provided by Google Inc. ("Google"). The information collected by Google (including your internet protocol (IP) address) will be transmitted to and stored by Google on servers in the United States. Google will use this information on our behalf for the purpose of evaluating your use of the Websites, compiling reports on the Websites activity and providing further services to us relating to the Websites usage. Learn more about Google Analytics' privacy practices, and see a copy of Google's privacy policy, at the following link: Privacy Policy – Privacy & Terms – Google.</p>	<p>Analytics on the Websites by downloading and installing the Google Analytics Opt-out Browser Add-on for your current web browser at the following link: Google Analytics Opt-out Browser Add-on Download Page.</p>

In their use of our Services, users' may enable various integrations which may set additional cookies. These cookies are set and controlled by users for various purposes such as website usage tracking and analytics and enabling social media features. ILTA does not control the placement of such cookies.

Use of these cookies is governed by Client's own privacy and cookie policies.

Other Technologies

ILTA may use a tracking technique that employs embedded URLs to allow use of the Websites without cookies. Embedded URLs allow limited information to follow you as you navigate the Websites, but are not associated with Personal Data and are not used beyond the session.

ILTA and its service providers may use embedded pixel technologies (or pixel tags) for the purposes of identifying unique user visits (as opposed to aggregate hits) and for advertising purposes. In addition, embedded pixels or other technologies may be used in emails and our online display advertising to provide information on when the email or ad was opened to track marketing campaign responsiveness; information collected using these technologies may be associated with the recipient's email address.

We may use widgets, which are interactive mini programs that run on our site to provide specific services from another company (e.g., links to bookmarked sites), along with buttons or other tools that link to other companies' services (e.g., a "Like" button or third-party map). The widget, button or tool may collect and automatically send Personal Data, such as your email address, or other Information (such as your browser information, or IP address), to a third party. Cookies may also be set or used by the widgets, buttons or tools to enable them to function properly or for other purposes, which may include advertising. Information collected or used by a widget, button or tool, including cookie settings

and preferences, is governed by the privacy policy of the company that created it.

When you use our Apps, we use mobile analytics software to allow us to better understand the functionality of our mobile software on your phone. This software may record information such as how often you use the Apps, the events that occur within the Apps, aggregated usage, performance data, and where the Apps was downloaded from. We do not link the information we store within the analytics software to any Personal Data you submit within the Apps.

Your Tracking Technology Choices

As the means by which you can refuse cookies through your web browser controls vary from browser to browser, you should visit your browser's help menu for more information. The following is information about how to manage cookies on the most popular browsers:

- [Chrome](#)
- [Internet Explorer](#)
- [Firefox](#)
- [Safari](#)
- [Edge](#)
- [Opera](#)

Please note that if you reject cookies or disable cookies, your use of certain features or functions on our Website or Platforms or service may be limited.

In addition, most advertising networks offer you a way to opt out of targeted advertising. If you would like to find out more information, please visit:

- [All About Cookies](#)
- [Digital Advertising Alliance](#)
- [Network Advertising Initiative](#)
- [Digital Advertising Alliance of Canada](#)
- [European Interactive Digital Advertising Alliance](#)

By opting out of targeted advertisements you will no longer see advertisements on our Websites from third-party partners that participate in the Digital Advertising Alliance; however, you may still continue to see other non-targeted advertisements on our Websites.

Additional Information for Specific Jurisdictions

European Data Subjects

Scope. This section applies if you are an individual located in the European Union (“EU”), Switzerland, or the United Kingdom (“Data Subject”). For these purposes, reference to the EU also includes the European Economic Area countries of Iceland, Liechtenstein and Norway and, where applicable, Switzerland.

Data Controller. ILTA is the data controller for the processing of your Personal Data, but we act as data processor on behalf of users for Personal Data that we process through our platforms as described under the “ILTA Platform” section above.

Your Rights. Subject to applicable law, you have the following rights in relation to your Personal Data:

Right of access: If you ask us, we will confirm whether we are processing your Personal Data and, if so, provide you with a copy of that Personal Data (along with certain other details). If you require additional copies, we may need to charge a reasonable fee.

Right to rectification: If your Personal Data is inaccurate or incomplete, you are entitled to have it rectified or completed. If we have shared your Personal Data with others, we will tell them about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.

Right to erasure: You may ask us to delete or remove your Personal Data and we will do so in some circumstances, such as where we no longer need it (we may not delete your data when other interests outweigh your right to deletion). If we have shared your data with others, we will tell them about the erasure where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.

Right to restrict processing: You may ask us to restrict or ‘block’ the processing of your Personal Data in certain circumstances, such as where you contest the accuracy of that Personal Data or object to us processing it. We will tell you before we lift any restriction on processing. If we have shared your Personal Data with others, we will tell them about the restriction where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.

Right to data portability: Effective 25 May 2018, you have the right to obtain your Personal Data from us that you consented to give us or that is necessary to perform a contract with you. We will give you your Personal Data in a structured, commonly used and machine-readable format. You may reuse it elsewhere.

Right to object: You may ask us at any time to stop processing your Personal Data, and we will do so:

- If we are relying on a legitimate interest to process your Personal Data — unless we demonstrate compelling legitimate grounds for the processing; or
- If we are processing your Personal Data for direct marketing.

Rights in relation to automated decision-making and profiling: You have the right to be free from decisions based solely on automated processing of your Personal Data, including profiling, that affect you, unless such processing is necessary for entering into, or the performance of, a contract between you and us or you provide your explicit consent to such processing.

Right to withdraw consent: If we rely on your consent to process your Personal Data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on your prior consent.

Right to lodge a complaint with the data protection authority: If you have a concern about our privacy

practices, including the way we have handled your Personal Data, you can report it to the data protection authority that is authorized to hear those concerns.

You may exercise your rights by contacting us as indicated under “Contact Us” section below. Requests typically receive a response within thirty (30) days. If access cannot be provided within that time frame, we will provide the requesting party with an estimated date by which the information will be provided. If for some reason access is denied, we will provide an explanation of why access has been denied.

Legal Basis for Processing - Legitimate Interest. “Legitimate interests” means the interests of ILTA in conducting and managing our organization. For example, we have a legitimate interest in processing your Personal Data to analyze how the Websites, Apps and our Services are being used by you, and to ensure network and information security, as described in this Privacy Policy. When we process your Personal Data for our legitimate interests, we make sure to consider and balance any potential impact on you, and your rights under data protection laws. Our legitimate interests do not automatically override your interests. We will not use your Personal Data for activities where our interests are overridden by the impact on you, unless we have your consent or those activities are otherwise required or permitted to by law. You have the right to object to processing that is based on our legitimate interests. For more information on your rights, please see “Your Rights” section above.

Shine the Light

In addition to the information provided in this Privacy Policy, under California’s “Shine the Light” law, California residents who provide “personal information” (as defined in the statute) in obtaining products or services for personal, family, or household use are entitled to request and obtain from us, once a calendar year, information about the personal information we shared, if any, with other businesses for marketing uses. If applicable, this information would include the categories of personal information and the names and addresses of those businesses with which we shared such personal information for the immediately prior calendar year. To obtain this information, please contact us by sending a letter, an email, or calling us at the contact information below.

For Individuals in Canada

If you are a Canadian resident, this section applies to you.

Consent: By submitting personal information to ILTA or our service providers and agents, you consent to the collection, use, disclosure, and transfer of your personal information in accordance with this Privacy Policy and as permitted or required by law.

You may withdraw your consent at any time to the collection, use, disclosure, or transfer of your personal information by submitting a request electronically through the Websites (<https://www.iltanet.org/about/optout>) or by contacting ILTA as set forth in the Contact Us section below. If you withdraw your consent (or if you decide not to provide certain personal information), you acknowledge that ILTA may not be able to provide you, or continue to provide you, with certain products, services, or information that may be of value to you.

Canada’s Anti Spam Law (“CASL”): ILTA will only send you commercial electronic messages (“CEMs”) where we have your express or implied consent to do so. Your consent to receive CEMs is implied where we have an existing business relationship with you, or you have reached out to us and made an inquiry

within a certain time frame. You may unsubscribe from receiving CEMs at any time, by clicking the unsubscribe button on an email. If you opt out, we may still send you non-promotional messages, such as those about your account or our ongoing business relations.

Children's Information

The Websites and Apps are not intended for use by or targeted at children under 13, and we do not knowingly or intentionally collect information about children under 13. If we become aware that a child has provided us with information without parental consent, that information will be deleted from our records.

Inapplicability of Privacy Policies of Any Linked Websites or Other Third Parties

This Privacy Policy only addresses ILTA's use and disclosure of your Personal Data. The Websites and Apps may contain links to other websites, so please be aware that we are not responsible for the privacy practices of other websites, and we are not liable for their misuse of Personal Data. We encourage you to be aware that when you go to another website you should carefully read their privacy policy.

Privacy Policy Updates

As ILTA, and its 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 email 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.

Contact Us

If you have any questions about this Privacy Policy or our treatment of the information you provide us, please contact us at:

International Legal Technology Association
159 N Sangamon St Suite 200
Chicago IL, 60607
Phone: 312-533-4110
Email: onlineservices@iltanet.org