## Privacy Policy

The privacy of our members is very important to ISoP, and we are committed to safeguarding their personal information. This Statement of Privacy applies to the ISoP website, all our membership data storage systems, and how we communicate with our membership. By using the ISoP website, you consent to the data practices described in this statement.

# Collection and Retention of Personal Information

At registration, ISoP collects personally identifiable information, including e-mail addresses, names, home or work addresses and telephone numbers, to better communicate with you. ISoP collects only the minimal amount of information required for communication, registration, and processing of payments, and ensures the accuracy of such information to the extent practical.

Data belonging to individuals whose memberships have expired without renewal are retained on ISoP's servers indefinitely, for the purposes of communication (regarding our activities, news from the community, and promoting re-joining the Society), unless we are directed by the individual concerned to delete them.

Our website automatically gathers information about computer hardware and software. This information may include IP addresses, browser type, domain names, access times and referring website addresses. We use this information to streamline the operation and guarantee the quality of our online services, and to provide general statistics regarding use of our site.

All ISoP data are stored on servers in the United States.

#### Use of Personal Information

ISOP collects and uses members' personal information to communicate with you – such communications may constitute news relevant to our community, information regarding our activities, membership renewal reminders, conference registration confirmations, payment confirmations, and similar. We may also contact you via surveys to conduct research about your opinion of our current services or of potential new services that may be offered.

ISoP uses anonymized data from past and present members to produce membership statistics (numbers and types of member, broken down by geographic region). Informational graphics and tables summarising these analyses are shared regularly with members of the Board of Directors, and occasionally with the general membership and the public. No personally identifiable information is included in such presentations.

Members and all others whose data are currently stored by ISoP have the right to opt out of the internal analyses we perform at any time (if you wish to do so, please let us know at info@go-isop.org). Should ISoP wish to use personal information for any purpose beyond those mentioned explicitly in this Policy, we shall first give members the opportunity to opt out if they so wish. New members will be asked whether ISoP may use their data for statistical purposes at registration.

ISoP does not sell, rent or lease its customer lists to third parties. ISoP may share data with trusted partners to help us send you email, provide support, conduct surveys, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to ISoP, and they are required to maintain the confidentiality of your information.

ISoP does not use or disclose personal information of any kind to anyone without members' explicit consent. The only exceptions to this policy are when we are compelled to do so by law (in such circumstances we shall notify those affected immediately, unless prohibited by law), or to protect and defend the rights or property of ISoP, or where absolutely necessary to protect the personal safety of our members or the public.

#### Use of Cookies

The ISoP website uses "cookies" to help personalize visitors' online experience. A cookie is a text file that is written to your hard disk by a web server. Cookies cannot be used to run programs or deliver viruses to your computer, and are in ubiquitous use on the Internet. Cookies are uniquely assigned to individual computers, and can only be read by a web server in the domain that issued the cookie.

Users have the option to accept or decline cookies. Most Internet 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 website's interactive features.

## Security of Personal Information

ISOP secures the personally identifiable information provided by members on computer servers in a controlled, secure environment, protected from unauthorized

access, use or disclosure. When personal information (such as a credit card number) is transmitted, it is protected through the use of strong encryption.

## Personal Information Requests

Anyone whose data are stored on ISoP's servers may request a copy of their data at any time (by contacting us at <a href="mailto:info@isop.org">info@isop.org</a>). When such requests are received, they will be promptly acted upon.

#### Deletion of Personal Information

Individuals whose ISoP membership has expired, or non-members whose data are stored by ISoP for any other reason, may request that their data be deleted from ISoP's databases (by contacting us at <a href="info@isop.org">info@isop.org</a> with "Delete" in the subject field). When such requests are received, they will be promptly acted upon.

## Changes to this Statement

ISOP will occasionally update our Privacy Policy to reflect changing circumstances.

#### Contact Information

ISOP welcomes comments regarding our Privacy Policy. If you believe that ISOP has not adhered to the terms of this policy as you understand them, please contact us at <a href="info@isop.org">info@isop.org</a>, and we shall investigate.