

# **IAIABC Privacy Policy**

# **Privacy Policy**

The International Association of Industrial Accident Boards and Commissions (IAIABC) respects your privacy and is committed to protecting it. This Privacy Policy explains how the IAIABC collects, uses, and safeguards information on its website. By accessing the IAIABC's website, you accept the terms of this Privacy Policy.

#### What information the IAIABC collects and how it is used

### Personal information you give us

You may voluntarily give us your personal information when you become a registered user on the IAIABC's site, subscribe to an IAIABC publication, purchase an IAIABC product, apply for the IAIABC membership, participate in online surveys, submit questions or comments, or request information or materials. The information will vary but may include name, address, phone number, billing and delivery information, email address, credit card information and other demographic information. The IAIABC does not collect Social Security numbers.

How the IAIABC uses personal information. The IAIABC may use your personal information for the following purposes:

- Register you for programs and services you have requested;
- Process, fulfill and follow up on your orders or membership application;
- Answer your emails or on-line requests;
- Send information you request;
- Ensure the IAIABC site is relevant to your needs;
- Deliver the IAIABC services such as newsletters, meetings or events;
- Recommend content that suits you;
- Alert you when fresh content is posted or released; and/or
- Notify you about new products/services, special offers, and other related information from the IAIABC.

### Anonymous Information collected automatically

The IAIABC uses automatic data collection technologies such as cookies and web beacons to understand browsing action, location data, information about your computer such as your IP address, operating system and bowser type. The technologies used include:

<u>Cookies</u>. A cookie is a small file or string of text on the site user's computer to aid web navigation. There are several kinds of cookies: Required, Functional, and Marketing. Required cookies are needed to run the website including the e-commerce site. If you refuse to accept them, you will not be able to use certain features of the website. You may refuse to accept Functional cookies (to improve website experience) and Marketing cookies (to personalize marketing and social media features) by activating the appropriate setting on your browser.

Web beacons. Web Beacons count the number of users who visit that page or other website

statistics such as the popularity of certain content, and verifying system and server.

#### How the IAIABC shares information

The IAIABC may share personal information (including your email address) and non-personally identifiable information with our business partners in order to provide them an opportunity to offer products or services that may be of interest to you. The IAIABC also occasionally hires other companies to provide limited services on our behalf including, but not limited to, processing credit card transactions, packaging, mailing and delivering purchases, answering customer questions about products or services, consulting services, data modeling, printing, sending postal mail and processing membership and event registration. The IAIABC will only provide those companies the information they need to deliver the service. They are prohibited from using that information for any other purpose. Except as described in this section, third parties may not collect personally identifiable information about your online activities over time or across different web sites when you use the IAIABC site.

The IAIABC may disclose your personal information to a third party if (1) reasonably necessary to perform a service or deliver a product or publication; (2) authorized by you; (3) permitted under this Privacy Policy; (4) required by statue or regulation; or (5) in the good-faith belief that such action is necessary to: (a) conform to legal requirements or comply with legal process served on the IAIABC; (b) protect and defend the rights or property of the IAIABC; (c) protect the personal safety of the IAIABC personnel or members of the public in urgent circumstances; or (d) enforce the IAIABC's Privacy Policy or Terms of Use.

## How to manage your personal information

You can manage your account, limit alerts or opt-out of some or all future communications. Contact the IAIABC via the phone number or contact form on the IAIABC's website at any time to:

- See what data we IAIABC has about you, if any;
- Change/correct any data the IAIABC has about you;
- Ask the IAIABC to delete any data the IAIABC has about you;
- Opt out of some or all future communications from the IAIABC;
- To ask that your data be erased from the IAIABC's records. If we are legally obligated to keep the information or if it is impossible or unproportionate, we won't delete it but we will only keep it for as long as it is needed and we have time limits on our data systems;
- To restrict processing of your data, including certain types of processing such as direct marketing; and/or
- To ask that your data be transferred to another organization.

If we refuse your request under rights of access, we will provide you with a reason as to why. You have the right to complain.

**How to opt out of email.** At any time, if you don't not want to receive emails and or other materials from us, click the "unsubscribe" link at the bottom of any email or e-newsletter from the IAIABC. You also may call the IAIABC at (608) 841-2017.

**Children under 13.** The IAIABC does not knowingly solicit data online from or market online to children under the age of 13.

Information security. The IAIABC implements security measures to protect against

unauthorized access to or unauthorized alteration, disclosure or destruction of data, including the following:

SSL technology. SSL technology creates a private conversation that only your computer and the IAIABC systems can understand. The SSL technology encodes information as it is being sent over the Internet between your computer and the IAIABC systems, helping to ensure that the transmitted information remains confidential.

User ID and password. Many areas of the site require the use of a user ID and password as an additional security measure that helps protect your information. This allows the IAIABC to verify who you are, thereby allowing you access to your account information and preventing unauthorized access.

*Credit Card Information/PCI*. Credit card information is handled by approved service providers that meet PCI (Payment Card Industry) standards and have appropriate safeguards in place.

**No guarantee.** Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. Accordingly, and despite our efforts, the IAIABC cannot guarantee or warrant the security of any information you transmit to the IAIABC, or to or from our online products or services. Email messages sent to or from a website may not be secure. Confidential information should not be sent by e-mail. Site visitors sending e-mail accept the risk that a third party may intercept e-mail messages.

**Linking to other Internet sites**. Please be aware that other Internet sites that link to the IAIABC site or to an IAIABC email may contain privacy provisions that differ from these. To ensure your privacy is protected, the IAIABC recommends that you review the privacy statements of other Internet sites you visit.

## **Changes to the Privacy Policy**

The IAIABC may amend the Policy, and will signal a change by revising the "Last updated" date at the bottom of this page.

Last Updated: May 10, 2020