



IASLC Use of Member Information and Privacy Policy & Procedures

(Last updated November 27, 2012)

To provide all IASLC members and conference participants with quality service, IASLC must collect, process, and use its members' personal information. At the same time, we want to protect the personal information you provide to us. To underscore IASLC's commitment to protecting your privacy and the value we place on your relationship with us, IASLC has adopted the following privacy principles applicable to our handling of your personal information:

Section 1. Expectation of Privacy

IASLC recognizes and respects your expectation of privacy and security for your personal information and we are committed to safeguard the sensitive information about you within IASLC.

Section 2. Use, Collection, and Retention of Information

IASLC collects, uses, and retains information about you to help in the development and enhancement of our services; to understand which services will best meet your needs; to provide you with product and service opportunities that we deem interesting or beneficial to you; and to help administer our core business and programs.

Section 3. Maintaining Accurate Information

Through our procedures and technology, IASLC will strive to maintain information about you that is accurate and complete. We will respond to your requests to correct inaccurate information in a timely manner should the need arise, but we reserve the right to ensure that the request to make changes is coming from you. We encourage you to verify periodically that the information we have about you is current and correct.

Section 4. IASLC Member Directory

As a benefit to members, and to facilitate mentoring and networking among members, IASLC produces an electronic member directory. Access to the Directory is restricted to members of IASLC. The information displayed is the information that the member entered during the registration process or which has been edited by the member, therefore we ask that you update your information with IASLC as soon as there is a change. The following contact details are made available to all active members: First Name, Last Name, Institution Name, Address Details, Email, Phone, Fax Number and Specialties.

Section 5. Use of Website and Digital Information

When an individual is (a) visiting IASLC's website from an IASLC-generated email, or (b) using the IASLC website from another source, the website uses cookies to track certain activity on our website. Cookies are pieces of information that are transmitted between a website and your computer or device. However, the use of cookies does not transmit personally identifiable data about website users. You can adjust your browser to reject cookies, but you may not receive all services or features available on the website. In addition, certain portions of the website may request or require you to register as a user and to receive authorization to access those particular features. You may be issued a login and password at the time that you register. If you forget your password, a temporary password will be issued only to the email associated with your individual record.

Section 6. Right to Opt-Out of Communications

Any IASLC current or former member or conference participant may opt-out of IASLC promotional and informational e-mail. An individual may unsubscribe by: (a) selecting the "Unsubscribe" link located at the bottom of most email communications; or (b) sending an email to membership@iaslc.org with the unsubscribe request. You will then receive a confirmation of the unsubscribe request. If your member status with IASLC is current, we

retain the right to contact you about renewal or payment of membership dues and items such as elections, but your email will be removed from routine informational and promotional mailings. Your unsubscribe request will apply to communications generated from the IASLC office only, and may take up to 60 days to be fully implemented. You may further need to unsubscribe from trusted third-party organizations whose emails you also receive.

Section 7. Limiting Access to Information

IASLC has procedures and security measures that restrict access to and disclosure of personally identifiable information to those individuals in our organization with a sound business reason to access such information. IASLC employees are subject to background screening, and are instructed about the importance of confidentiality and privacy of customer information. Further, IASLC makes every attempt to educate volunteers and other administrators about important privacy considerations.

Section 8. Security Procedures to Protect Information

We maintain security standards and procedures to deter unauthorized access to confidential information about you. The information you enter online is protected by industry-standard SSL encryption. IASLC reviews and enhances technology to improve the protection of our information about you and to assure the integrity of our information. Individuals will be notified immediately of any breaches of security that involve any sensitive personal information.

Section 9. Disclosing Information

We will share your information only (1) with reputable reporting agencies; (2) to make available special offers of products and services through IASLC, IASLC affiliates, sponsors, partners, licensees or other companies or organizations as deemed appropriate; (3) when the disclosure is required, or allowed by law; (4) when you (the individual) request or acknowledge the disclosure; and (5) when necessary to administer our business, which may include, but is not limited to: releasing individual contact details to the JTO publisher; releasing individual contact details to staff members and volunteer administrators of IASLC, such as Board, Committee, or Conference Host Committee members; and releasing personally identifiable information to trusted third parties, such as contracted event management companies or other partners. IASLC will only release the minimum amount necessary for communication and to maintain an adequate level of service.

Section 10. Financial Information

Credit card information entered online at the time of member registration, event registration, or product purchase is protected by industry-standard SSL encryption. Financial details are not stored in the IASLC Membership database and are not visible to employees through that system. Financial details remain encrypted at all times in the payment system gateway and are not visible to employees. Other forms of payment, including wire transfer, checks and credit card details submitted either electronically or in physical form, are subject to internal security controls to limit risk to the individual and IASLC. Your financial details will never be released to any party. Individuals will be notified immediately of any breaches of security that involve any personal financial information.

Section 11. Compliance with Children's Online Privacy Protection Act (COPPA)

IASLC does not knowingly solicit data online from or market online to children under the age of 13.

Section 12. Notification of Changes to this Policy

Any changes to the IASLC Use of Information and Privacy Policy will be updated within this posting, and notification will be provided through the IASLC e-newsletter at the time the changes are adopted. We recommend that you review the foregoing policy document periodically to become familiar with it and make yourself aware of any changes.