

Data Privacy Policy

Introduction

At ADMEI, we recognize the importance of securing and protecting all data and the privacy of certain basic personally identifiable data, such as contact information, demographic information and payment processing information. This privacy policy explains how ADMEI uses any personal information we collect about you. WE follow the guidelines provided by the Information Commissioner's Office (ICO) in order to comply with the General Data Protection Regulation (GDPR) for your EU members.

Purpose

The purpose of this Policy is to balance our legitimate business requirements in collecting and using information with the reasonable expectation of privacy and security which may be held by those providing such information.

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How do we collect information about you?

We collect information about you if the company you work for becomes a member of ADMEI, and/or via conference, training, and webinar registrations; certification and accreditation activities; awards applications; scholarship submittals; vendor partnerships; and product purchases. We may also collect information when you voluntarily complete surveys, provide feedback, and participate in volunteer activities.

It is necessary for us to collect and store information to provide requested member and customer communication and related services and for billing purposes. Many state and federal laws require the collection and retention of some or all of such information for a determinate period of time.

Website usage information is collected using cookies.

How will we use the information?

If you register for our products and services we will use your information for the purposes of providing event credentials, joining instructions, communicating about the product or service and/or any changes we may need to make to ensure that your experience of the product or service is a good one. This may include requesting contact details, dietary information, special accommodation requirements, transportation transfers, and information about your business so that speakers can tailor their content.

We may use contact data to inquire or survey about conference experiences, training course delivery, education opportunities, or general membership satisfaction. We may also create and use aggregate information that is not personally identifiable to understand more about the common profiles and interests of our members and website visitors.

If you have registered for our products and services or attended ADMEI events, under legitimate interest, we will contact you about similar events and services. You may opt out of receiving this information at any time by unsubscribing from our email communications, this will, however, mean that you won't hear from us about any future initiatives, services or offers we provide.

If the organization you work for has become a member of ADMEI, we will contact you about information we consider to be a legitimate interest to you and/or ADMEI such as events industry initiatives, health and safety information, industry networking opportunities, research, resources and training, and development opportunities that will support your role in the events industry.

On occasion we may also send you information from our partners, sponsors, and other industry association activities (EIC) that we think may be of interest to you.

You may opt out of receiving this information at any time by unsubscribing from our different email communications, this will, however, mean that you won't hear from us about any similar future initiatives, services, or offers that your organization is subscribing to as part of its ADMEI membership fee.

We will not share your information with third parties unless you have provided consent for us to do so either as part of a contractual agreement, registration process for the events, products, and services we provide or by other means.

Profiling

For marketing ADMEI products and services, member data may be subject to profiling by job role, function and position to ensure that the most relevant information is provided. If you would like further information, please email privacy@admei.org

What type of information do we hold?

Membership and Account Holder Information

We collect key information from our members to provide valuable member services and for operational effectiveness. Members provide data directly when creating an ADMEI account and can update preferences via the web portal. We collect additional data upon engagement with our website using cookie-based technology.

We specifically collect these types of data:

- Name and contact data. We collect your first and last name, phone number, address, email address, and other related data.
- Demographic data. We collect data about you such as your country, and any industry experience data you choose to share.
- Payment data. We collect data necessary to process your payment if you make purchases (such as a credit card number).
- Credentials. We collect passwords and similar security information used for authentication of accounts.
- Session Tracking. At times we record user sessions on our website to identify how we can provide better features and services.
- Contact Logs. Any communication or contact with ADMEI members may be tracked in contact logs as well as additional engagement data (conference attendance, purchases, training course attendance, certification activity, etc.).

Event Information

At times, ADMEI receives and collects personal information through informal methods such as business cards, sign up lists, and event registration. In these cases, we only use this information to provide member services and stated purposes outlined upon collection. Marketing, advertisements, and solicitations will not be sent unless explicitly outlined and agreed to in this data privacy statement.

Vendor Partnerships

We partner with third-party vendors who provide additional services such as learning management systems, speaker contracting, surveys, transportation, and job boards. These partners may maintain member data specific to their provided service. All vendors are vetted to ensure they have proper data privacy and security procedures.

ADMEI shares personal data with vendors working on our behalf for the purposes described in this statement. For example, vendors securing our systems and services may need access to personal data to provide those functions. In such cases, these companies must abide by the ADMEI Data Privacy Policy and are contractually prohibited from using personal data they obtain for any other purpose.

For the complete list of ADMEI's third-party partners contact privacy@admei.org.

Third-Party Offers

Members can opt in for a wider range of services and products through advertising and marketing. Our partners are subject to ADMEI's data policy guidelines and members will only receive the information for which explicit permission has been granted.

Event Coordination and Third-Party Offers

Individuals may be required to agree to ADMEI's data privacy policy when registering for ADMEI events. Third-parties may be given event attendee information for event coordination and offers related to the event.

Purchased Data

We may purchase data from vetted vendors. To ensure above board practices, we vet each vendor to ensure compliant data collection, security, and use policies and processes. All purchased data collection and use will follow the guidelines stated in this policy and the terms specified by the vendor.

Access to your information

You have a right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email privacy@admei.org or write to us at the following address:

ADMEI
201 Hunters Crossing Blvd, Suite 10-199
Bastrop, TX 78602
United States

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If, at any time, you would like us to stop holding information about you or using it for any particular purpose please just email us at privacy@admei.org.

Data Privacy Options

You have choices about the data we collect. When you are asked to provide personal data, you may opt out. However, please note certain contact information is required for ADMEI membership.

To update your data or change preferences simply navigate to the "Members Only" section of the ADMEI website.

To request deletion of your data, [please fill out this form](#). ADMEI will ensure the request is fulfilled within 30 days excluding the extent ADMEI is required by law to retain some or all the member data.

Data storage and security

ADMEI may store the information collected from you on our company database and email system. The security of data is very important to us and we are committed to protecting the information we collect. We collect information only in a manner deemed reasonably necessary to serve our legitimate business purposes and comply with our legal obligations. We use commercially reasonable efforts to make our collection of information consistent with all applicable laws and regulations. We exercise care in providing secure transmission and storage of information.

Unfortunately, no data transmission or storage is 100% secure. We cannot warrant that all data we transmit, store and collect will be completely secure. We take commercially reasonable efforts to create and maintain firewalls, restricted access and secure socket layers, and other appropriate safeguards to ensure that, to the extent we control information, it is used only as authorized by us and consistent with this Policy, and that information is not improperly altered or destroyed.

In addition, within ADMEI, we limit data access to only what is required for a role to complete their responsibilities. Our privacy protection practices help us maintain accurate, timely, complete and relevant information for our business purposes. Our communication system, software and database practices have been designed to aid us in supporting authenticity, integrity and confidentiality.

Data Breach Policy

We want to ensure that your identity and data stays secure; therefore, if an incident does occur, and for incidents that occur at our third-party vendors, we will promptly inform affected individuals as may be required by law or our policies.

Special Offers and Promotion Options

It is ADMEI's policy to only communicate with members via channels that have been informed and accepted via this policy and on the online preference page. Members, account holders, and visitors are given the opportunity to alter communication preferences via the membership account portal.

All communications will provide the opportunity to opt-out of future similar communications.

Cookies

Our website utilizes "cookie" technology. "Cookies" are encrypted strings of text that a Web site stores on a user's computer. Our Web site uses cookies throughout the online process to maximize website performance. In addition, cookies are used to:

- Measure usage of various pages on our website to help us make our information more pertinent to your needs and easy for you to access;
- Provide functionality such as online registration and other functionality that we believe would be of interest and value to you

The two types of cookies that we use are referred to as "session" cookies and "persistent" cookies. Session cookies are temporary and are automatically deleted once you leave our website. Persistent cookies remain on your computer hard drive until you delete them. We do not use cookies to gather any personally identifiable information about you apart from what you voluntarily provide us in your dealings with us. Our cookies do not corrupt or damage your computer, programs or computer files.

Website users may set browser preferences to block cookies (consult browser provider for specific instructions or choose to allow ADMEI to use cookies on your machine by accepting cookies or continuing to use the website.) Disabling cookies will adversely affect your ability to perform certain transactions, use certain functionality, and access certain content on our website.

Compliance with Law

We may disclose Member Information to law enforcement agencies or may be required to disclose it during the discovery process in litigation, pursuant to a court order, or in compliance with any applicable law, regulation, rule or ordinance.

Affiliated Sites/Links

ADMEI provides members with various URL links that may be beneficial or of interest to our membership. Many of these sites are owned and operated by independent companies and organizations that are neither owned nor controlled by ADMEI. Each URL or link may collect information and use such information for its own purposes. ADMEI does not control the use or access of such information collected by these sites. ADMEI is not responsible in any manner for damage or loss caused or alleged to be caused by or in connection with the use of or reliance on any content, advertising, services, products or other material on or available from such sites.

Questions or Comments

Any questions or comments that relate to the ADMEI Privacy Protection Policy may be directed to us at ADMEI, Data Privacy Executive 201 Hunters Crossing Boulevard, Suite 10-199, Bastrop, TX, 78602, and privacy@admei.org.

Copyright and Trademark Notices

All contents of this website are protected by United States and International Copyright and Trademark law. Any unauthorized use is strictly prohibited and may subject a violator to civil and criminal penalties. All rights reserved.

Privacy Protection Policy Changes

In the future, we may need to change this Policy. ADMEI reserves the right to modify this Data Privacy Policy at any time without prior notice. All changes will be included on this Website so that you will always know what information we gather, how we might use that information and whether we will disclose it to anyone. This Policy was last updated on May 24, 2018.