

Institute for Supply Management®

ISM®

Privacy Notice



Corporate Membership

This privacy notice tells you about the information we collect from you when you become a member through your employer's corporate membership. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are the Institute for Supply Management®, Inc..
Our address is:
309 W. Elliot Rd., Suite 113
Tempe, AZ 85284
USA

You can contact us by mail at the above address, by email at: membersvcs@ismworld.org or by telephone at +1 480.752.6276 option 8.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

What personal data do we collect?

When you purchase a membership from us, we ask you for your name, address, contact telephone number, email address.

Why do we collect this information?

We will use your information to process your order and provide you membership benefits.

We require this information in order to provide you membership benefits and fulfil our contract with you and your employer.

What do we do with your information?

Your information is stored in our order processing system and membership database which is based with the United States of America.

Your information will be shared with your employer to verify you have signed up with ISM. Your information will be used to market other products and services to you. Your information will be shared with your employer. Your information may be

shared with your local affiliate for them to market to you. Your information may be anonymised and aggregated and used for research purposes by our CAPS Research or ISM® *Report on Business*® groups.

We do not use the information you provide to make any automated decisions that might affect you.

How long do we keep your information for?

We keep your information active for 5 years from your last order or end of your membership or expiration of your certification (whichever is last). We then inactivate your information and store it in an encrypted database.

Your rights over your information

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask us to give you a copy of the information and to stop using your information for a period of time if you believe we are not doing so lawfully.

You can request that your personal information be removed from our database.

To submit a request by email, post or telephone, please use the contact information provided above.

Your right to complain

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF