

Institute for Supply Management®

ISM®

Privacy Notice



Conferences

This privacy notice tells you about the information we collect from you when you purchase one or more of our products. 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 products from us, we ask you for your name, address, contact telephone number, email address and credit card information.

During the event we may capture your image in photographs or videos.

Why do we collect this information?

We will use your information to verify your credit card details for your purchase, process your order and provide access to the event. We will also send you a receipt via email and we may use your email or telephone number to contact you regarding the event.

We require this information in order to process your payment, deliver your goods and fulfil our contract with you.

We capture images in photographs and video as part of our documentation and promotion of the event.

What do we do with your information?

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

Your credit card details are passed to a third-party payment processor which is based in the USA and is certified to the EU-US Privacy Shield (which requires effective safeguards for your information). We do not retain your credit card information.

Your information will be used to market other products and services to you. Your information may be anonymised and aggregated and used for research purposes by our CAPS Research or ISM® *Report on Business*® groups.

Photographs and videos may be used to promote ISM and the ISM conferences and seminars. They may also be used in after conference reviews and evaluations by ISM employees.

We do not use the information you provide to make any automated decisions that might affect you. We do not share your information with third party companies for marketing purposes.

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.

Photographs and videos containing your likeness may not be able to be deleted or shared with you; unless you are the only person appearing in the photo or video.

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